

# ORDER FOR SUPPLIES OR SERVICES (FINAL)

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1. CONTRACT NO. N00178-14-D-7748				2. DELIVERY ORDER NO. N6523618F3116		3. EFFECTIVE DATE 2018 Jul 31		4. PURCH REQUEST NO. 1300610186		5. PRIORITY Unrated			
6. ISSUED BY SPAWAR-Systems Center Lant (CHRL) P.O. BOX 190022 North Charleston SC 29419-9022 Martha Leya/2.2.5.5.0PL 843-218-5927				CODE N65236		7. ADMINISTERED BY DCMA Baltimore 217 EAST REDWOOD STREET, SUITE 1800 BALTIMORE MD 21202-3375				CODE S2101A			
						SCD: C				8. DELIVERY FOB			
										DESTINATION			
										OTHER			
										(See Schedule if other)			
9. CONTRACTOR Kbrwyle Technology Solutions, LLC 7000 Columbia Gateway Drive, Ste 100 Columbia MD 21046				CODE 15151		FACILITY		10. DELIVER TO FOB POINT BY (Date) See Schedule		11. X IF BUSINESS IS			
								12. DISCOUNT TERMS Net 30 Days WIDE AREA WORK FLOW		SMALL			
										SMALL DISADVANTAGED			
										WOMEN-OWNED			
								13. MAIL INVOICES TO THE ADDRESS IN BLOCK See Section G					
14. SHIP TO See Section D				CODE		15. PAYMENT WILL BE MADE BY DFAS Columbus Center, South Entitlement Operations P.O. Box 182264 Columbus OH 43218-2264				CODE HQ0338			
										MARK ALL PACKAGES AND PAPERS WITH IDENTIFICATION NUMBERS IN BLOCKS 1 AND 2.			
16. TYPE OF ORDER	DELIVERY/ CALL	X	This delivery order/call is issued on another Government agency or in accordance with and subject to terms and conditions of numbered contract.										
	PURCHASE		Reference your _____ furnish the following on terms specified herein.										
			ACCEPTANCE. THE CONTRACTOR HEREBY ACCEPTS THE OFFER REPRESENTED BY THE NUMBERED PURCHASE ORDER AS IT MAY PREVIOUSLY HAVE BEEN OR IS NOW MODIFIED, SUBJECT TO ALL OF THE TERMS AND CONDITIONS SET FORTH, AND AGREES TO PERFORM THE SAME.										
Kbrwyle Technology Solutions, LLC				Randy B. Ewing Contracts Manager									
NAME OF CONTRACTOR				SIGNATURE				TYPED NAME AND TITLE				DATE SIGNED (YYYYMMDD)	
<input type="checkbox"/>				If this box is marked, supplier must sign Acceptance and return the following number of copies:									
17. ACCOUNTING AND APPROPRIATION DATA/LOCAL USE See Schedule													
18. ITEM NO.		19. SCHEDULE OF SUPPLIES/SERVICES				20. QUANTITY ORDERED/ ACCEPTED *		21. UNIT		22. UNIT PRICE		23. AMOUNT	
		See Schedule											
*If quantity accepted by the Government is same as quantity ordered, indicate by X. If different, enter actual quantity accepted below quantity ordered and encircle.				24. UNITED STATES OF AMERICA						25. TOTAL		\$23,413,429.78	
				BY: /s/Martha Leya  07/31/2018 CONTRACTING/ORDERING OFFICER						26. DIFFERENCES			
27a. QUANTITY IN COLUMN 20 HAS BEEN													
<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		ACCEPTED, AND CONFORMS TO THE CONTRACT EXCEPT AS NOTED:							
INSPECTED		RECEIVED											
b. SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE						c. DATE		d. PRINTED NAME AND TITLE OF AUTHORIZED GOVERNMENT REPRESENTATIVE					
e. MAILING ADDRESS OF AUTHORIZED GOVERNMENT REPRESENTATIVE						28. SHIP NO.		29. D.O. VOUCHER NO.		30. INITIALS			
						<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
						PARTIAL		32. PAID BY		33. AMOUNT VERIFIED CORRECT FOR			
f. TELEPHONE		g. E-MAIL ADDRESS				<input type="checkbox"/>		FINAL					
						<input type="checkbox"/>		31. PAYMENT		34. CHECK NUMBER			
						<input type="checkbox"/>		COMPLETE					
a. DATE		b. SIGNATURE AND TITLE OF CERTIFYING OFFICER				<input type="checkbox"/>		PARTIAL		35. BILL OF LADING NO.			
						<input type="checkbox"/>		FULL					
37. RECEIVED AT		38. RECEIVED BY (Print)		39. DATE RECEIVED		40. TOTAL CON-TAINERS		41. S/R ACCOUNT NUMBER		42. S/R VOUCHER NO.			

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## GENERAL INFORMATION

**Defense Health Agency (DHA) Cybersecurity Assessment and Authorization Support**

**Terms: CPFF/Level of Effort**

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## SECTION B SUPPLIES OR SERVICES AND PRICES

### CLIN - SUPPLIES OR SERVICES

For Cost Type Items:

Item	PSC	Supplies/Services	Qty	Unit	Est. Cost	Fixed Fee	CPFF
7001	J058	Base Year - Defense Health Agency (DHA) Cybersecurity Assessment and Authorization Support in accordance with the attached PWS. (Fund Type - TBD)	1.0	LO	(b)(4)		
700101	J058	ACRN AA: Labor for PWS PR: 1300610186-0001 FUND DOC: HT0003718182 NWA: 100001291179 0060 (Fund Type - OTHER)					
700102	J058	ACRN AB: Labor for PWS PR: 1300610186-0001 FUND DOC: HT0003819662 NWA: 100001343956 0060 (Fund Type - OTHER)					

For Cost Type / NSP Items

Item	PSC	Supplies/Services	Qty	Unit	Est. Cost	Fixed Fee	CPFF
7002		Contract Data Requirements List (CDRL) in accordance with attached DD Form 1423. This CLIN is Not Separately Priced.	1.0	LO			NSP

For Cost Type Items:

Item	PSC	Supplies/Services	Qty	Unit	Est. Cost	Fixed Fee	CPFF
7101	J058	Option Year 1 - Defense Health Agency (DHA) Cybersecurity Assessment and Authorization Support in accordance with the attached PWS. (Fund Type - TBD)  Option	1.0	LO	(b)(4)		

For Cost Type / NSP Items

Item	PSC	Supplies/Services	Qty	Unit	Est. Cost	Fixed Fee	CPFF
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Item	PSC	Supplies/Services	Qty	Unit	Est. Cost	Fixed Fee	CPFF
7102		Contract Data Requirements List (CDRL) in accordance with attached DD Form 1423. This CLIN is Not Separately Priced.	1.0	LO			NSP

For Cost Type Items:

Item	PSC	Supplies/Services	Qty	Unit	Est. Cost	Fixed Fee	CPFF
7201	J058	Option Year 2 -Defense Health Agency (DHA) Cybersecurity Assessment and Authorization Support in accordance with the attached PWS. (Fund Type - TBD)  Option	1.0	LO	(b)(4)		

For Cost Type / NSP Items

Item	PSC	Supplies/Services	Qty	Unit	Est. Cost	Fixed Fee	CPFF
7202		Contract Data Requirements List (CDRL) in accordance with attached DD Form 1423. This CLIN is Not Separately Priced.	1.0	LO			NSP

For ODC Items:

Item	PSC	Supplies/Services	Qty	Unit	Est. Cost
9001	J058	ODC in support of CLIN 7001 (Fund Type - TBD)	1.0	LO	(b)(4)
900101	J058	ACRN AA: ODCs for PWS PR: 1300610186-0001 FUND DOC: HT0003718182 NWA: 100001291179 0060 (Fund Type - OTHER)			
900102	J058	ACRN AB: ODCs for PWS PR: 1300610186-0001 FUND DOC: HT0003819662 NWA: 100001343956 0060 (Fund Type - OTHER)			
9101	J058	ODC in support of CLIN 7101 (Fund Type - TBD)  Option	1.0	LO	(b)(4)
9201	J058	ODC in support of CLIN 7201 (Fund Type - TBD)  Option	1.0	LO	(b)(4)

## HQ B-2-0015 PAYMENTS OF FEE(S)(LEVEL OF EFFORT – ALTERNATE 1)

(NAVSEA) (MAY 2010)

(a) For purposes of this task order, "fee" means "target fee" in cost-plus-incentive-fee type task orders, "base fee" in cost-plus-award-fee type task orders, or "fixed fee" in cost-plus-fixed-fee type task orders for level of effort type task orders.

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entitled "FIXED FEE" (FAR 52.216-8) or "INCENTIVE FEE", (FAR 52.216-10), as applicable. Such payments shall be submitted by and payable to the Contractor pursuant to the clause of this task order entitled "ALLOWABLE COST AND PAYMENT" (FAR 52.216-7), subject to the withholding terms and conditions of the "FIXED FEE" or "INCENTIVE FEE" clause, as applicable, and shall be paid fee at the hourly rate(s) specified below per man-hour performed and invoiced. Total fee(s) paid to the Contractor shall not exceed the fee amount(s) set forth in this task order. In no event shall the Government be required to pay the Contractor any amount in excess of the funds obligated under this task order.

Fee paid is based on total fee dollars divided by total man-hours to be provided.

(End of Text)

Year	CLIN	Fixed Fee	Hours	Fee per Direct Labor Hour
		(b)(4)		(b)(4)
Base Year	7001		(b)(4)	
		(b)(4)		(b)(4)
Option Year 1	7101		(b)(4)	
		(b)(4)		(b)(4)

Option Year 2

7201

(b)(4)

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## **SECTION C DESCRIPTIONS AND SPECIFICATIONS**

### **SECTION C – DESCRIPTION/SPECS/WORK STATEMENT**

#### **SPECIFICATIONS/STATEMENT OF WORK/PERFORMANCE WORK STATEMENT**

Work under this performance-based task order will be performed in accordance with the following description/ specifications/ statement of work (SOW) which herein will be referred to as Performance Work Statement (PWS):

**SHORT TITLE:** Defense Health Agency (DHA) Cybersecurity Assessment and Authorization Support

#### **1.0 PURPOSE**

##### **1.1 BACKGROUND**

The Department of the Navy Space and Naval Warfare System Center Atlantic (SPAWARSYSCEN Atlantic) Program Management Competency provides a diverse range of Program/Information Management and Information Technology (IM/IT) support services to multiple federal organizations, including the Defense Health Agency (DHA). DHA is a joint, integrated Combat Support Agency that enables the U.S Army, U.S Navy, and U.S Air Force medical services to provide a medically ready force and ready medical force to Combatant Commands. The DHA supports the delivery of integrated, affordable, and high quality health services to Military Health System (MHS) beneficiaries and is responsible for driving greater integration of clinical and business processes across the MHS.

The DHA works closely with the major command surgeons, the DHA Assessment and Authorization Division, as well as the Departments of the Army, Navy, NCR-MD, and other governmental agencies to deliver medical service for more than 2.63 million eligible beneficiaries. DHA Health Information Technology (HIT) Directorate is responsible for providing cybersecurity and accreditation support for all the DHA organization.

##### **1.2 SCOPE**

SPAWARSYSCEN Atlantic delivers Cybersecurity, Systems Engineering and Support Services to the DHA and the Military Health System (MHS) community of interest. DHA is a Combat Support Activity (CSA) that directly supports the warfighter's medical readiness and includes all military medical facilities. This task will support the Cybersecurity and Risk Management Framework initiatives, and provide support to DHA Assessment and Authorization Division. SPAWARSYSCEN Atlantic will

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execute Cybersecurity services to assist in ensuring compliance with Federal, Department of Defense (DoD), DHA and subservices regulations and policies and ensure that the Health IT performance is driven to maximum availability and efficiency through technically capable support teams with specialized knowledge, skills and experience supporting clinical applications and toolsets used by military health providers.

The objective of this Task Order is to assist SPAWARSYSCEN Atlantic in project execution of CS and Information Assurance (IA) services at locations throughout the Continental US (CONUS) and Outside the Continental US (OCONUS) areas. This includes support to all DOD Military Health Services sites, which vary in size from 1500 to over 60,000 server and workstation assets and support as many 430 Programs of Record Systems as determined by the sponsor of varying size, architecture and operating systems.

NOTE: Work will not be performed in Afghanistan.

## 2.0 APPLICABLE DOCUMENTS (AND DEFINITIONS)

The contractor shall ensure all work accomplished on task utilizes the best commercial practices and current acceptable industry standards. The applicable references and standards invoked are specifically called-out below. In accordance with Defense Acquisition Policy changes, maximum utilization of non-government standards will be made wherever practical. Where backward compatibility with existing systems is required, selected interoperability standards will be invoked. The following documents are not exclusive; however, all contractors shall be able to meet those cited below.

### 2.1 REQUIRED DOCUMENTS

The following instructional documents are mandatory for use. Unless otherwise specified, the document's effective date of issue is the date on the request for proposal. The following documents are specific to this TO.

	Document Number	Title
a.	DoDM 5200.01	DoD Manual – Information Security Program Manual dtd 24 Feb 12
b.	DoDD 5205.02E	DoD Directive – Operations Security (OPSEC) Program dtd 20 Jun 12
c.	DoD 5205.02-M	DoD Manual – Operations Security (OPSEC) Program Manual dtd 3 Nov 08
d.	DoD 5220.22-M	DoD Manual – National Industrial Security Program Operating Manual (NISPOM) dtd 18 May 16

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e.	DoDI 5220.22	DoD Instruction – National Industrial Security Program dtd 18 Mar 11
f.	DoDI 8500.01	DoD Instruction – Cybersecurity dtd 14 Mar 14
g.	DoDI 8510.01	DoD Instruction – Risk Management Framework (RMF) for DoD Information Technology (IT) dtd 12 Mar 14
h.	DoD 8570.01-M	Information Assurance Workforce Improvement Program dtd 19 Dec 05 with Change 4 dtd 10 Nov 15
i.	DoDD 8140.01	DoD Directive – Cyberspace Workforce Management dtd 11 Aug 15
j.	SECNAV M-5239.2	DON Cyberspace Information  Technology and Cybersecurity  Workforce Management And  Qualification Manual dtd June 2016
k.	SECNAV M-5510.30	Secretary of the Navy Manual – DoN Personnel Security Program dtd Jun 2006
l.	SECNAVINST 4440.34	Secretary of the Navy Instruction – Implementation of Item Unique Identification within the DoN, dtd 22 Dec 09
m.	SECNAVINST 5239.3B	DoN Information Assurance Policy, 17 Jun 09
n.	SECNAVINST 5510.30B	DoN Regulation – Personnel Security Program (PSP) dtd 6 Oct 06
o.	SPAWARINST 3070.1A	SPAWAR Instruction – Operations Security (OPSEC) Guidance dtd 8 Jan 15
p.	NIST 800-66, Rev. 1	An Introductory Resource Guide for Implementing the Health Insurance Portability and Accountability Act (HIPAA) Security Rule, dtd Oct 08
q.	NIST 800-53A, Rev. 4	Assessing Security and Privacy Controls in Federal Information Systems and Organizations: Building Effective Assessment Plans, dtd Dec 14
r.	NIST SP-800-37, Rev. 1	Guide for Applying the Risk Management Framework to Federal Information Systems: A Security Life Cycle Approach, dtd 5 Jun 14
s.	NIST SP-800-53 Rev. 4	NIST SP-800-53 Security and Privacy Controls for Federal Information Systems and Organizations, dtd Apr 13
t.	ICD-503	Intelligence Community Information Technology Systems Risk Management dtd 21 Jul 2015
u.	Executive Order 13526	Executive Order 13526, Classified National Security Information, dtd 29 Dec 09
v.	National Security Directive 42	National Security Directive 42, National Policy for the Security of National Security Telecommunications and Information Systems, Executive Office of the President, dtd 5 Jul 90
w.	Office of Management and Budget Circular A-130	Office of Management and Budget Circular A-130, Management of Federal Information Resources,

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		Executive Office of the President, dtd 28 Nov 00
x.	44 U.S.C. § 3541	Federal Information Security Management Act of 2002 ("FISMA", 44 U.S.C. § 3541, et seq.). dtd 17 Dec 02
y.	NSTISS Policy No. 200	National Security Telecommunications and Information Systems Security (NSTISS) Policy No. 200, National Policy on Controlled Access Protection, National Security Telecommunications and Information Systems Security Committee, dtd 15 Jul 87

## 2.2 GUIDANCE DOCUMENTS

The following documents are to be used as guidance. Unless otherwise specified, the document's effective date of issue is the date on the request for proposal. The following documents are specific to this TO.

	Document Number	Title
a.	MIL-HDBK-61A	Configuration Management
b.	MIL-STD-130N	DoD Standard Practice – Identification Marking of US Military Property
c.	MIL-STD-881C	Work Breakdown Structure for Defense Materiel Items
d.	MIL-STD-1916	DoD Test Method Standard – DoD Preferred Methods for Acceptance Of Product
e.	DoDI 3020.41	DoD Instruction – Operational Contract Support (OCS), 20 Dec 10
f.	DoDI 4151.19	DoD Instruction – Serialized Item Management (SIM) for Life-Cycle Management of Materiel, 9 Jan 14
g.	DoDI 4161.02	DoD Instruction – Accountability and Management of Government Contract Property, 27 Apr 12
h.	DoDI 8320.04	DoD Instruction – Item Unique Identification (IUID) Standards for Tangible Personal Property, 3 Sep 15
i.	DoDD 5000.01	DoD Directive – The Defense Acquisition System
j.	DoDI 5000.02	DoD Instruction – Operation of the Defense Acquisition System
k.	ISO 9001 (ANSI/ASQ Q9001)	International Organization for Standardization (American National Standard Institute/American Society for Quality) – Quality Management Systems, Requirements
l.	ISO/IEC 15288	International Organization for Standardization/ International Electro-technical Commission: Systems and Software Engineering – System Life Cycle Processes
m.	IEEE Std 12207-2008	Systems and Software Engineering – Software Life Cycle Processes

	Document Number	Title
n.	ANSI/EIA-748A	America National Standards Institute/Electronic Industries Alliance Standard – Earned Value Management (EVM) Systems
o.	HSPD-12	Homeland Security Presidential Directive – Policy for a Common Identification Standard for Federal Employees and Contractors, August 27, 2004
p.	DoDM-1000.13-M-V1	DoD Manual – DoD Identification Cards: ID card Life-Cycle dtd 23 Jan 14
q.	FIPS PUB 201-2	Federal Information Processing Standards Publication 201-2 – Personal Identity Verification (PIV) of Federal Employees and Contractors, August 2013
r.	Form I-9, OMB No. 115-0136	US Department of Justice, Immigration and Naturalization Services, Form I-9, OMB No. 115-0136 – Employment Eligibility Verification
s.	N/A	SSC Atlantic Contractor Check-in portal – <a href="https://wiki.spawar.navy.mil/confluence/display/SSCACOG/Contractor+Checkin">https://wiki.spawar.navy.mil/confluence/display/SSCACOG/Contractor+Checkin</a>
t.	N/A	SSC Atlantic OCONUS Travel Guide portal – <a href="https://wiki.spawar.navy.mil/confluence/display/SSCACOG/OCONUS+Travel+Guide">https://wiki.spawar.navy.mil/confluence/display/SSCACOG/OCONUS+Travel+Guide</a>

## 2.3 SOURCE OF DOCUMENTS

The contractor shall obtain all applicable documents. Many documents are available from online sources. Specifications and commercial/industrial documents may be obtained from the following sources:

Copies of Federal Specifications may be obtained from General Services Administration Offices in Washington, DC, Seattle, San Francisco, Denver, Kansas City, MO., Chicago, Atlanta, New York, Boston, Dallas and Los Angeles.

Copies of military specifications may be obtained from the Commanding Officer, Naval Supply Depot, 3801 Tabor Avenue, Philadelphia, PA 19120-5099. Application for copies of other Military Documents should be addressed to Commanding Officer, Naval Publications and Forms Center, 5801 Tabor Ave., Philadelphia, PA 19120-5099.

All other commercial and industrial documents can be obtained through the respective organization's website.

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### 3.0 PERFORMANCE REQUIREMENTS

The following paragraphs list all required support tasks that will be required throughout the task order life. The contractor shall provide necessary resources and knowledge to effectively support the listed tasks. The contractor shall complete all required tasks while controlling and tracking performance and goals in terms of cost, schedules, and resources.

Note: In compliance with SPAWARINST 4720.1A – SPAWAR Modernization and Installation Policy, all contract installation work performed aboard Navy ships and Navy shore sites is under Installation Management Office (IMO) supervision; otherwise, a formal exemption request has been approved. In accordance with the Fleet Readiness Directorate Standard Operating Procedure (FRD SOP), COMSPAWARSYSCOM letter Ser FRD/235 dated 24 Apr 12, the contractor shall ensure proper notification and status updates of installation work performed outside of SPAWARSYSCEN Atlantic respective Areas of Responsibilities (AORs) are provided to the SPAWAR Officer in Charge (OIC) or applicable Geographic Lead.

#### 3.1 PROGRAM MANAGEMENT

The contractor shall support the government project manager providing support at the sponsor level.

##### 3.1.1 Program Support

The contractor shall work closely with the government project manager supporting the needs of the program at the sponsor level. Support to be provided shall include the following: coordinating meetings, preparing budget drills, developing agenda items and status briefings, attending at high-level meetings, generating minutes, and tracking action items. Program support may require significant coordination and interface with various DOD and non-DOD activities located in and out of CONUS.

##### 3.1.2 Program Support Documentation

The contractor shall develop and draft various program management (PM) reports (CDRL T013). For the purposes of this paragraph, support to be provided shall include the following:

- Cost Estimation
- Meeting Agenda and Minutes
- Plans of Action and Milestones
- Work Breakdown Structure (WBS) Alignment
- Accounting Classification Reference Number (ACRN) Alignment (e.g. Navy ACRN AA, NCR ACRN AB)
- Labor Hours Information
- Fully Burdened Rates
- Costs for ODCs (Travel, Materials, etc.)

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- Funds Forecast (i.e. Spend Plans)
- Various Program Acquisition related documents: Mission Needs Statement (MNS), Capability Production Documentation (CPD), Operational Requirements Document (ORD), etc.
- Weekly reports on RMF status for system/enclave(s) (CDRL T016)
- Travel and leave tracker (CDRL T017)
- Cost estimate for system/enclave (CDRL T018)
- Available budget and expensed funding at system/enclave level (CDRL T019)

### 3.2 SECURITY CONTROLS ASSESSOR/REPRESENTATIVE (SCA/(R)) SUPPORT

3.2.1 Provide subject matter expertise to develop and review plan to assess the security controls.

3.2.2 Assess the security controls in accordance with the assessment procedures defined in the DHA security assessment plan.

3.2.3 Prepare the security assessment report documenting the issues, findings, and recommendations from the security control assessment

3.2.4 Conduct initial remediation actions on security controls based on the findings and recommendations of the security assessment report and reassess remediated control(s), as appropriate

3.2.5 Assess a selected subset of the technical, management, and operational security controls employed within and inherited by information systems in accordance with the organization defined monitoring strategy.

### 3.3 ASSESMENT AND AUTHORIZATION OF DHA INFORMATION TECHNOLOGY (IT)

3.3.1 DHA IT compliance with DoD IA RMF Directives and Processes:

- Provide assistance to system owner, enclave, or site personnel to complete required RMF documentation, addressing Independent Validation and Verification (IV&V) results and assisting enclave personnel in preparing all types of RMF Authorization for review by the Validator, Security Control Assessor (Representative)(SCA(R)), or the Authorizing Official (AO).
- Review Security Design documentation to ensure comprehensive security requirements and compliance with DoD and Federal requirements and guidelines
- Review and provide input on physical, application and networking security policies procedures and practices
- Update any A&A Standard Operating Procedures (SOP) so that it aligns to DHA policies
- Provide documentation support in the form of assisting with the writing and production of SOPs, Operational Manuals and review of government established and created Policies and Procedures

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as needed

- Support the implementation of Federal IT Security regulations, directives and guidance (Federal Information Security Management Act - FISMA, Federal Information Processing Standard - FIPS, National Institute of Standards and Technology - NIST series)
- Document the IA test plan and procedures templates for inclusion in the Test Plan to appropriately relate the testing standard identified by the AO and SCA(R) activities.

### 3.3.2 A&A Program Efforts with stakeholders:

- Review updates of the RMF artifacts from the system owner and track status of changes
- Assist in the development of the path to complete authorization
- Assemble the RMF Package, (RMF Scorecard, POA&M, assessment documentation, and System-provided System Identification Profiles (SIPs) and RMF System Implementation Plans (SIPs)) as appropriate
- Deliver the RMF Package to the SCA(R) in a trusted manner consistent with DHA and/or Program requirements
- Provide A&A support in the areas of network topologies, file/application servers, encryption technologies, and network operating hardware and software
- Assess the IA RAR/POA&M scheduling and completeness status and report as required.
- Track assigned system from initiation to retirement, staying informed of IV&V milestones and RMF POA&M deadlines
- Address accreditation questions from the Program Management Office (PMO)
- Maintain accreditation schedules for systems. Work with the Program Management Office (PMO) to ensure the correct A&A process is being followed
- Adhere to all authorization guidance received from the SCAR and perform actions necessary to complete assessment
- Participate in all test execution and planning activities, including meetings and working groups, as needed
- Participate in RMF Team Meetings and System review related meetings to provide technical and non-technical guidance, as required
- Identify and elevating the need for any additional IA test events needed to support accreditation (Includes scheduling of annual reviews)

### 3.3.3 DHA Cybersecurity Validation Readiness review efforts for both sites/enclaves and programs of records by:

- Review the RMF IV&V Self-Assessment results
- Evaluate the self-assessment results and evidence during Readiness Review to determine if the security is sufficiently mature to execute a assessment test event
- Determine the IV&V test level of effort for each planned system or enclave
- Participate in all test execution and planning activities, including meetings and working groups
- Review the RMF documentation prior to IV&V to determine security readiness of system, site, or enclave

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### 3.3.4 DHA RMF Independent Verification and Validation (IV&V) events:

- Support the IV&V testing of each system, site, or enclave under the SCA(R) and Authorizing Official (AO) purview
- Participate in all test execution and planning activities, including meetings and working groups (CDRL T020)
- Review all RMF documentation to ensure the information is current, accurate, and applicable to the article of test
- Support standardization, by ensuring that all IA test procedures are up to date with all current applicable requirements and that those methods of testing are widely visible and available for DHA to apply to all necessary systems across its enterprise
- Produce all necessary IA test procedures for inclusion in the Test Plan that describe how to perform validation actions as outlined in the applicable STIG checklists
- Analyze previous IA testing artifacts to ensure proper tailoring of IA tests is considered and accounted for
- Develop the IV&V Test Plan, providing to the system owner, documentation team, and A&A team (CDRL T021)
- Oversee the execution of testing to identify all vulnerabilities, and document all residual risks by conducting thorough risk assessments
- Provide the IA risk analysis and mitigation determination results for use in the test report
- Develop and/or utilizing automated tools, for the creation of necessary test evidence, risk assessment, and authorization artifacts for each system
- Perform wireless discovery using DoD software Flying Squirrel and Caribou or other government approved tools/toolset
- Perform all testing with tools capable of managing the test procedures and results
- Provide appropriately qualified validator and IV&V representatives to review all RMF documentation prior to IV&V.
- Scheduling the IV&V test events and assigning IV&V team members to meet the requirements of the IV&V test plan
- Provide all necessary status report to the Government PM documenting the progress/results of IA testing in accordance with requirements established in the IV&V level of effort determination.(CDRL T022)
- Coordinate the test planning with Subject Matter Experts (SMEs) identified from IA Validation Team with the SCA(R)

### 3.3.5 Provide oversight of the Plan of Action and Milestones (POA&M) and RMF Scorecard creation:

- Coordinate and/or facilitate the completion of the RMF Scorecard within eMass
- Providing any government approved Mitigation and Remediation in support of the RMF process both remotely and on-site (CDRL T023)
- Provide POA&M resolution recommendations to reduce residual risk in accordance with applicable DoD and Federal technical and operational requirements and guidelines (CDRL T024)
- Provide assistance to sites to update outstanding actions contained in the POA&M and assisting with the request of extensions for expiring ATOs or POA&M items as required

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3.3.6 Provide formal RMF validation services of all submitted RMF packages within the DHA eMass instance:

- Maintain any qualified validator status, in accordance with applicable DHA agency requirements
- Review all packages for accuracy and completeness before being delivered to SCAR and produce a package completeness report.
- Work directly with the SCAR as a qualified agent to ensure validation activities are compliant with the IA test strategy
- Conduct analysis of IV&V, A&A, and functional/operational test results for accuracy, compliance, and adherence to DoD and Federal IA technical and operational security requirements
- Work with the system owner or program manager to develop specific site or system mitigation plans to achieve an overall reduction in residual risk
- Coordinate with the SCAR and providing consult for the issuance of a proper authorization recommendation that complies with all applicable DoDI 8510.01 related guidance.

3.3.7 Perform risk assessments in accordance with all applicable DHA, DoD and Federal requirements:

- Conduct analysis of IV&V, A&A, and functional/operational test results for accuracy, compliance, and adherence to DoD and Federal IA technical and operational security requirements
- Document residual risks by conducting a thorough review of all the vulnerabilities, architecture and defense in depth and providing the IA risk analysis and mitigation determination results for any required test or risk reports
- Assist the SCAR and/or Validator with producing the risk assessment artifacts describing residual risks identified during testing or analysis (CDRL T025)

### 3.4 CYBERSECURITY TOOL/TOOLSET ENHANCEMENT AND MAINTENANCE

3.4.1 Provide program workflow experts and web developers in the enhancement and maintenance of DHAs SharePoint enabled web based solution for a community-wide data collection and management system whose primary function is to.

- Expedite and streamline the process of tracking and reporting systems to all applicable stakeholders.
- Provide DHA Rollup Dashboard functionality to display system and accreditation metrics from each underlying service
- Provide Service level dashboards with filtered reports for each service
- Increase visibility to the PMO's and System owners for their systems
- Support managing the A&A processes across services.
- Track process steps (RMF and other applicable processes.)
- Provide centralized portal for stakeholders to submit system/enclave associated issues and notes.

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3.4.2 Provide cybersecurity tools/toolsets for DHA's use in the assessment and authorization process testing events with 100% accuracy and transparency. These tools must be available upon task order award and immediately deployable to support the full extent of the DHA's enterprise. The contractor must provide subject matter experts in the use and maintenance of these tools. These tools currently/should have the ability to streamline testing events within the DHA programs and enclaves by supporting the following non-exclusive requirements.

- Ability to apply selected security controls, overlays, and CCI's to later technical STIG selection to de-conflict N/A assessment procedures.
- Provides extensive search capabilities to research specific CCIs or STIGs, general analyst Q&A, applicability research, etc.
- Ability to provide for the bulk exchange of asset, checklist, and assessment information (evidence, comments, status) between SCA, PMO, and other relevant parties (vendors or commercial contractors)
- Ability to create a SAP or test matrix from imported and manually generated data
- Support the manual manipulation of assets and scan results to facilitate SAP build (ex: assign checklists to assets, de-conflict CCIs and N/A IA Controls, etc)
- Ability to determine the level-of-effort estimate for a testing event, including but not limited to number of personnel, length of test event and cost associated with test event. (CDRL T013)
- Support intelligent automatic assignment of STIGs or security checklists using assigned meta data and CPE information
- Support creation of default evidence, comments, and statuses for particular CCIs and rules to facilitate a speedy assessment
- Support integration with other automated tools and data formats to speed accurate assessments by importing common DoD and industry standards, mapping and de-conflicting rules between automated scans and supporting future integration of changing standards (and backwards compatibility)
- Export raw evidence data in industry formats (ex: MITRE XCCDF or DoD CKL) and eMASS ready customizable POAMs

### 3.5 CYBERSECURITY

Cybersecurity (also known as Information Assurance) includes tasks which the contractor shall protect and defend information and information systems by ensuring their availability, integrity, authentication, confidentiality, and non-repudiation. This includes providing for restoration of information systems by incorporating protection, detection, and reaction capabilities.

#### 3.5.1 Cybersecurity Personnel

3.5.1.1 In accordance with DFAR clause 252.239-7001, DoDD 8570.01 and SECNAV M-5239.2, contractor personnel performing cybersecurity functions shall meet all cybersecurity training, certification, and tracking requirements as cited in DoD 8570.01-M prior to accessing DoD information

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systems.

3.5.1.2 The contractor shall be responsible for tracking and reporting cybersecurity personnel, also known as Cybersecurity Workforce (CSWF). See PWS Para 5.2.1.3 for CSWF Report (CDRL T002) requirements. Although the minimum frequency of reporting is monthly, the task order can require additional updates at any time.

### 3.6 TECHNICAL SUPPORT

#### 3.6.1 Equipment and Material Support

The contractor shall provide various equipment/material support that ranges from research, procurement, fabrication, integration, and delivery.

#### 3.6.2 Equipment/Material Research

The contractor shall research specified equipment and/or material within the parameters outlined in this task order.

#### 3.6.3 Equipment/Material Procurement

Pursuant to SPAWARINST 4440.12, the contractor shall procure items listed under the Contractor Acquired Property (CAP) paragraph. The contractor shall ensure acquisition selection factors include price, availability, reliability, and supportability within current supply system. The contractor shall keep source selection records and make it available for government review. The contractor shall provide all support data and cost estimates necessary to justify a fair and reasonable price per item procured. The contractor shall have an adequate accounting system to track all items and the delivery status. After receipt, the contractor shall have an adequate property management system to track the items' location. Unless otherwise noted, all items procured by the contractor shall be utilized or staged at the contractor's facility, transported by the contractor to the installation, integrated or consumed in a system, or returned to the government at the completion of the TO. The contractor shall be responsible for generating inventory tracking report(s) (CDRL T008) for the task order summary report.

Contractor shall recommend items that conform to applicable product validation, identification, and tracking requirements.

3.6.3.1 Product Validation – The contractor shall certify that it purchases supplies from authorized resellers and/or distributors. Unless otherwise specified, the contractor shall warrant that the products are new, in their original box. The contractor shall obtain all manufacturer products submitted in task/delivery order offers from authentic manufacturers or through legal distribution channels only, in

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accordance with all applicable laws and policies at the time of purchase. The contractor shall provide the Government with a copy of the End User license agreement, and shall warrant that all manufacturer software is licensed originally to Government as the original licensee authorized to use the manufacturer software. The contractor shall track the licensing information and have it available for government review as needed.

3.6.3.2 Cybersecurity/Computer Security Requirements – The contractor shall ensure that all products recommended and/or procured that impact cybersecurity or Cybersecurity (IA) shall be selected from the NIAP Validated Products List. The contractor shall ensure the products chosen are based on the appropriate Evaluated Assurance Level (EAL) for the network involved, and utilized in accordance with latest Defense Information Systems Agency (DISA) policy at time of order. The contractor shall store all product information and have it available for government review as needed.

3.6.3.3 Item Unique Identification (IUID) – In accordance with DFARS clause 252.211-7003/7007 and SECNAVINST 4440.34, the contractor shall ensure that an item manufactured, integrated, or purchased with a unit cost equal to or exceeding \$5,000 (or less if item is serially managed or if government specifies items on individual task/delivery orders) is labeled with an item unique identification number or Unique Item Identifier (UII). At time of delivery of the item to the Government, the contractor shall clearly mark and identify each applicable item based on the criteria provided in DoD MIL-STD-130N for those items not already marked. The contractor shall specify the construct, syntax, marking methodology, and quality methodology chosen to mark the required parts and any corresponding technical justification. All IUID information shall be recorded and shall be subject to government review as needed. The contractor shall track IUID items and maintain information being recorded.

(a) After CAP is delivered to the government, the contractor shall enter all items with Unique Item Identifier (UII) in the IUID Registry. The contractor shall register and validate each IUID in the IUID Registry. The contractor shall submit IUID data via Invoicing, Receipt, Acceptance, and Property Transfer (iRAPT) (formerly Wide Area Workflow (WAWF)) as part of the Material Inspection and Receiving Report.

(b) Contractor shall be responsible maintaining and updating information in the IUID Registry. Contractor shall update custody status when items are designated as government furnished material, returned to government position, change physical location, or has been consumed, destroyed, scrapped, lost or abandoned during TO performance.

3.6.3.4 Radio Frequency Identification (RFID) – In accordance with DFARS clause 252.211-7006, and Under Secretary of Defense Memo Radio Frequency Identification (RFID), July 30, 2004, the contractor shall mark applicable items with Radio Frequency Identification (RFID).

#### 3.6.4 Property/Inventory Tracking

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In accordance with FAR clause 52.245-1, the contractor shall create and maintain internal records of all government property accountable to this TO, including Government-furnished and Contractor-acquired property. The contractor shall record each item delivered and/or ordered in a Material Inspection and Receiving Report/Inventory Tracking Report (CDRL T008) as specified in DFARS clause 252.211-7003. At a minimum, the report shall track the following information: item description, order date, serial number, model number, lot number, delivery location, and the manufacturer warranty period and expiration date, if applicable. The contractor shall have inventory report information available for government review as needed, and the contractor shall ensure the report information has the ability to be sorted and manipulated by any of the input fields. Separate from the government tracking system, the information in the contractor's records is a backup to the government records; therefore, the government shall own all data rights to the collected information.

### 3.6.5 Warranty Tracking of Serialized Items

As specified in DFARS clause 252.246-7006 and Instructions for Electronic Submission of Warranty Tracking and Administration Information for Serialized Items (see CDRL T014 Attachment 3), the contractor shall follow the requirements for any serialized item manufactured or acquired that come with a warranty:

3.6.5.1 For government specified warranty terms, the government will complete certain fields on the Warranty Tracking Information (WTI) form and Warranty Source of Repair Instructions (WSRI) form and electronically forwarded them to contractor. The contractor shall complete the remaining sections of the WTI and WSRI and forward the forms (CDRL T014) to the Contracting Officer and COR at time of delivery of the warranted serialized item(s).

3.6.5.2 For contractor/vendor specified warranty terms, the contractor shall complete all data elements for both the WTI and WSRI and shall forward the forms (CDRL T014) electronically to the tech code. The WTI shall be returned to the Contracting Officer and COR at TO award. The WSRI shall be returned to the Contracting Officer and COR at TO award or at time of delivery of the warranted serialized item(s).

3.6.6 For receipt and acceptance of items, the contractor shall comply with the following requirements:

3.6.6.1 If the WTI and WSRI are submitted manually (as a PDF file), the contractor shall forward documents to COR for review. The contractor shall forward approved documents to government personnel responsible for posting the forms to Electronic Data Access (EDA).

3.6.6.2 If utilizing the Wide Area Work Flow (WAWF), the contractor shall ensure that the required warranty data is electronically submitted using the Contract Data Requirements List (CDRL) exhibit line item number (ELIN) functionality for the WAWF Materiel Inspection and Receiving Report or WAWF Repairable Receiving Report, as applicable.

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### 3.6.7 Warranty Management

The contractor shall serve as the warranty manager by tracking the applicable government acceptance dates/receipt dates against the serial number of equipment or the lowest replaceable unit (LRU) of a system. As warranty manager, the contractor shall, unless otherwise directed, submit warranty data on Warranty Tracking Information (WTI) form and Warranty Source of Repair Instructions (WSRI) as specified on the Warranty Tracking and Administration for Serialized Items (CDRL T014). The contractor shall upload data to the Wide Area Work Flow (WAWF) Materiel Inspection and Receiving Report (or WAWF Repairable Receiving Report, if appropriate).

3.6.7.1 If the government data base to maintain and track warranty life spans for the Government furnished property and/or Contractor acquired property under this task order is unavailable, the contractor shall internally track items, serial numbers, and the information shall be updated monthly to identify the time left on the original warranty. The contractor shall provide the government a copy of the warranty information in an inventory tracking report (CDRL T008).

3.6.7.2 When an item has failed, the contractor shall determine if the item is still under warranty. If the item is under warranty, the contractor shall obtain a Return for Maintenance Authorization (RMA) number and instructions on how to get the product repaired or replaced from the manufacturer or authorized distributor. A Warranty and Non-Warranty Failure Status Repair Report (CDRL T015) shall be submitted to the COR on all warranty and non-warranty actions taken during the preceding quarter and collected cumulatively. The contractor shall submit the report within fifteen (15) days of the completion of the quarter. Quarters will be based on the fiscal year beginning in the month of October.

### 3.6.8 Cybersecurity Documentation and Reports

The contractor shall be able to apply the cybersecurity disciplines required to ensure that the technical support community is provided with adequate instruction including applied exercises resulting in the attainment and retention of knowledge, skills, attitudes, and subject matter expertise regarding applicable cybersecurity systems. Contractor shall develop presentations, reports, white papers and training documentation required (e.g. In and Out Briefs, Trip Reports, Schedules, POA&Ms, Risk Assessment Reports, Test Plans and Results, Vulnerability Status, Daily Onsite Activity Reports).

## **4. INFORMATION TECHNOLOGY (IT) SERVICES REQUIREMENTS**

### **4.1 INFORMATION TECHNOLOGY (IT) GENERAL REQUIREMENTS**

When applicable, the contractor shall be responsible for the following:

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4.1.1 Ensure that no production systems are operational on any RDT&E network.

4.1.2 Follow DoDI 8510.01 of 12 Mar 2014 when deploying, integrating, and implementing IT capabilities.

4.1.3 Work with government personnel to ensure compliance with all current Navy IT & cybersecurity policies, including those pertaining to Cyber Asset Reduction and Security (CARS).

4.1.4 Follow SECNAVINST 5239.3B of 17 June 2009 & DoDI 8510.01 of 12 Mar 2014 prior to integration and implementation of IT solutions or systems.

4.1.5 Register any contractor-owned or contractor-maintained IT systems utilized on contract in the Department of Defense IT Portfolio Registry (DITPR)-DON.

## 4.2 ACQUISITION OF COMMERCIAL SOFTWARE PRODUCTS, HARDWARE, AND RELATED SERVICES

Contractors recommending or purchasing commercial software products, hardware, and related services supporting Navy programs and projects shall ensure they recommend or procure items from approved sources in accordance with the latest DoN and DoD policies.

### 4.2.1 DoN Enterprise Licensing Agreement/DoD Enterprise Software Initiative Program

Pursuant to DoN Memorandum – Mandatory use of DoN Enterprise Licensing Agreement (ELA) dtd 22 Feb 12, contractors that are authorized to use Government supply sources per FAR 51.101 shall verify if the product is attainable through DoN ELAs and if so, procure that item in accordance with appropriate ELA procedures. If an item is not attainable through the DoN ELA program, contractors shall then utilize DoD Enterprise Software Initiative (ESI) program (see DFARS 208.74) and government-wide SmartBuy program (see DoD memo dtd 22 Dec 05). The contractor shall ensure any items purchased outside these programs have the required approved waivers as applicable to the program. Software requirements will be specified at the TO level.

### 4.2.2 DoN Application and Database Management System (DADMS)

The contractor shall ensure that no Functional Area Manager (FAM) disapproved applications are integrated, installed or operational on Navy networks. The contractor shall ensure that all databases that use database management systems (DBMS) designed, implemented, and/or hosted on servers and/or

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mainframes supporting Navy applications and systems be registered in DoN Application and Database Management System (DADMS) and are FAM approved. All integrated, installed, or operational applications hosted on Navy networks must also be registered in DADMS and approved by the FAM. No operational systems or applications will be integrated, installed, or operational on the RDT&E network.

#### 4.3 Section 508 Compliance

The contractor shall ensure that all software recommended, procured, and/or developed is compliant with Section 508 of the Rehabilitation Act of 1973, 26 CFR Part 1194 and pursuant to SPAWARINST 5721.1B of 17 Nov 2009. In accordance with FAR 39.204, this requirement does not apply to contractor acquired software that is incidental to the task, software procured/developed to support a program or system designated as a National Security System (NSS) or if the product is located in spaces frequented only by service personnel for maintenance, repair or occasional monitoring of equipment.

### 5. TASK ORDER ADMINISTRATION

Task Order administration is required for all contracts; it provides the government a means for contract management and monitoring. Regardless of the level of support, the ultimate objective of the contractor is ensuring the government's requirements are met, delivered on schedule, and performed within budget.

#### 5.1 TASK ORDER LIAISON

The contractor shall assign a technical single point of contact, also known as the Program Manager (PM) who shall work closely with the government Contracting Officer and Contracting Officer's Representative (COR), as applicable. The contractor PM, located in the contractor's facility, shall ultimately be responsible for ensuring that the contractor's performance meets all government contracting requirements within cost and schedule. PM shall have the requisite authority for full control over all company resources necessary for contract performance. The PM shall have authority to approve task order proposals or modifications in emergent situations. The PM shall ultimately be responsible for the following: personnel management; management of government material and assets; and personnel and facility security. In support of open communication, the contractor shall initiate, unless otherwise directed, meetings with the COR.

#### 5.2 TASK ORDER MONITORING AND MAINTENANCE

The contractor shall have processes established in order to provide all necessary resources and documentation during various times throughout the day in order to facilitate a timely task order (TO)

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modification. To address urgent requirements, the contractor shall have processes established during business and non-business hours/days in order to provide all necessary documentation and resources to facilitate a timely TO modification.

#### 5.2.1 Task Order Administration Documentation

Various types of task order administration documents are required throughout the life of the task order. At a minimum, the contractor shall provide the following documentation, unless otherwise specified:

##### 5.2.1.1 Task Order Status Report (TOSR)

The contractor shall develop a Task Order Status Reports (CDRL T001) and submit it monthly, and weekly as specified in CDRL T001. The prime shall be responsible for collecting, integrating, and reporting all subcontractor reports. The TOSR include the following variations of reports:

(a) Monthly TOSR – the contractor shall develop and submit a TO status report monthly at least 30 days after TO award on the 10<sup>th</sup> of each month for those months the TO is active. The contractor shall report on various TO functions: performance, schedule, financial, business relations, and staffing plan/key personnel; see applicable DD Form 1423 for additional reporting details and distribution instructions. This CDRL includes a Staffing Plan (Attachment 3), Personnel Listing (Attachment 3), and Government Furnished Property (GFP) Template (Attachment 3) necessary for additional data collection as applicable.

(b) Weekly TOSR – the contractor shall develop and submit a weekly TO Status Report which is e-mailed to the COR no later than close of business (COB) every Friday. The first report is required on the first Friday following the first full week after the TO award date. The contractor shall ensure the initial report includes a projected Plan Of Action and Milestones (POA&M). At a minimum unless otherwise noted, the contractor shall include in the weekly report the following items and data:

1. Percentage of work completed
2. Percentage of funds expended per ship/sub/shore command and system
3. Updates to the POA&M and narratives to explain any variances
4. If applicable, notification when obligated costs have exceeded 75% of the amount authorized

(c) Data Calls – the contractor shall develop and submit a data call report which is e-mailed to the COR within six working hours of the request, unless otherwise specified by TO. The contractor shall ensure all information provided is the most current. Cost and funding data will reflect real-time balances. Report will account for all planned, obligated, and expended charges and hours. At a minimum unless otherwise noted, the contractor shall include in the data call the following items and data:

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1. Percentage of work completed
2. Percentage of funds expended
3. Updates to the POA&M and narratives to explain any variances
4. List of personnel (by location, security clearance, quantity)
5. Most current GFP and/or CAP listing

#### 5.2.1.2 Task Order Closeout Report

The contractor shall develop a task order (TO) closeout report (CDRL T004) and submit it no later than 30 days after the TO completion date. The Prime contractor shall be responsible for collecting, integrating, and reporting all subcontracting information. See CDRL T004 for additional reporting details and distribution instructions.

#### 5.2.1.3 Cybersecurity Workforce (CSWF) Report

DoD 8570.01-M and DFAR's PGI 239.7102-3 have promulgated that contractor personnel shall have documented current cybersecurity certification status within their contract. The contractor shall develop, maintain, and submit a CSWF Report (CDRL T002) monthly. IAW clause DFARS 252.239-7001, if cybersecurity support is provided, the contractor shall provide a Cybersecurity Workforce (CSWF) list that identifies those individuals who are IA trained and certified. Utilizing the format provided in CSWF CDRL Attachment #3, the prime contractor shall be responsible for collecting, integrating, and reporting all subcontractor personnel. See applicable DD Form 1423 for additional reporting details and distribution instructions. Contractor shall verify with the COR or other government representative the proper labor category cybersecurity designation and certification requirements.

#### 5.2.1.4 Contractor Manpower Reporting

The following reporting is required for all DoD contracts acquiring services regardless if cost type or firm-fixed price contract:

##### (a) Enterprise-wide Contractor Manpower Reporting Application

The contractor shall report all contractor labor hours (including subcontractor labor hours) required for performance of services provided under this task order for the DoD via a secure data collection website – Enterprise-wide Contractor Manpower Reporting Application (eCMRA). Contracted services excluded from reporting are based on Product Service Codes (PSCs). The excluded PSCs are:

1. W, Lease/Rental of Equipment;
2. X, Lease/Rental of Facilities;
3. Y, Construction of Structures and Facilities;

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4. S, Utilities ONLY;
5. V, Freight and Shipping ONLY.

The contractor shall completely fill-in all required data fields using the following web address: <https://doncmra.nmci.navy.mil/>.

Reporting inputs consists of labor hours executed during the TO period of performance within each Government fiscal year (FY) which runs from October 1 through September 30. While inputs may be reported any time during the FY, the contractor shall report all data no later than October 31 of each calendar year. Contractors may direct questions to the help desk at <http://www.ecrma.mil/>.

#### 5.2.1.5 WAWF Invoicing Notification and Support Documentation

Pursuant to DFARS clause 252.232-7003 and 252.232-7006, the contractor shall submit payment requests and receiving reports using DoD Invoicing, Receipt, Acceptance, and Property Transfer (iRAPT) application (part of the Wide Area Work Flow (WAWF) e-Business Suite) which is a secure government web-based system for electronic invoicing, receipt, and acceptance. In accordance with clause 252.232-7006, the contractor shall provide e-mail notification to the COR when payment requests are submitted to the iRAPT/WAWF and the contractor shall include cost back-up documentation (e.g., delivery receipts, time sheets, & material/travel costs, etc.) to the invoice in iRAPT/WAWF. As requested, the contractor shall directly provide a soft copy of the invoice and any supporting invoice documentation (CDRL T009) directly to the COR within 24 hours of request to assist in validating the invoiced amount against the products/services provided during the billing cycle.

#### 5.2.1.6 Labor Rate Limitation Notification

For all cost type, labor-hour service TO, the contractors shall monitor the following labor rates as part of the monthly TO status report (see TOSR CDRL Attachment 3 – Personnel Listing). The contractor shall initiate required notification if specified threshold values are met. The ability of a contractor to monitor labor rates effectively will be included in the task order Quality Assurance Surveillance Plan (QASP).

(a) Fully burden labor rates per person (subcontractor included) charged on task order – If the actual invoiced fully burden rate (inclusive of fee) of any individual in any labor category exceeds the threshold amount of \$165.00/hour and the individual's rate was not disclosed in pre-award of the TO, the contractor shall send notice and rationale (CDRL T010) for the identified labor rate to the COR who will then send appropriate notification to the Contracting/Ordering Officer. NOTE: Within one labor category, if the total collective estimated and/or actual hours in any given period of performance are less than or equal to 500 labor hours, the labor category is excluded from the required CDRL notification regardless if an individual within that labor category exceeds the threshold.

(b) Average actual labor rates (total actual fully burdened labor costs “divided by” total number of

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hours performed) compared to average negotiated labor rates (total negotiated fully burdened labor costs “divided by” total number of hours negotiated) – If the average actual burdened labor rates exceeds the average proposed/negotiated rate by 15%, the contractor shall send notice and rationale (CDRL T010) for the rate variance to the COR who will then send appropriate notification to the Contracting /Ordering Officer. Additionally, contractors shall notify the COR if variances exceed 15% for more than three consecutive months. Contractors shall annotate the variance percentage of monthly average actual labor rates versus average negotiated labor rates in the monthly TO status reports.

#### 5.2.1.7 ODC Limitation Notification

Contractors shall monitor Other Direct Costs (ODCs) as part of the monthly TO status reports. For this monitoring purpose, ODCs include incidental material, travel, and other non-labor costs (excluding subcontracting and consultant labor cost) required in performance of the service. For any given period of performance, if the cumulative total cost of ODCs exceeds the awarded total cost of ODCs (regardless of any modifications to the awarded amount) by 10%, the contractor shall send notice and rationale (CDRL T010) for exceeding cost to the COR who will then send a memorandum signed by the PM (or equivalent) to the Contracting Officer documenting the reasons justifying the increase of ODC. The ability of a contractor to monitor ODCs will be included in the contract/task order Quality Assurance Surveillance Plan (QASP).

### 5.3 CONTRACT ORGANIZATIONAL CONFLICT OF INTEREST (OCI)

Due to the type of work performed, there are no organizational conflict of interest clauses that are applicable to this task order.

### 5.4 EARNED VALUE MANAGEMENT (EVM)

In accordance with DoD policy, this task order does not require Earned Value Management (EVM) implementation due to the majority of efforts on this task order is non-scheduled based (i.e., level of effort) and does not lend itself to meaningful EVM information. In lieu of EVM, the contractor shall develop and maintain, a Contract Funds Status Report (CDRL T011) to help track cost expenditures against performance.

## 6. QUALITY

### 6.1 QUALITY SYSTEM

Upon task order award, the prime contractor shall have and maintain a quality assurance process that

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meets task order requirements and program objectives while ensuring customer satisfaction and defect-free products/process. The contractor shall have a sufficiently documented quality system which contains procedures, planning, and all other documentation and data necessary to provide an efficient and effective quality system based on a contractor's internal auditing system. Thirty (30) days after task order award, the contractor shall provide to the government a copy of its Quality Assurance Plan (QASP) and any other quality related documents (CDRL T007) as applicable to the TO. The contractor shall make the quality system available to the government for review at both a program and worksite services level during predetermined visits. Existing quality documents that meet the requirements of this task order may continue to be used. If any quality documentation is disapproved or requires revisions, the contractor shall correct the problem(s) and submit revised documentation NLT 2 weeks after initial disapproval notification. The contractor shall also require all subcontractors to possess a quality assurance and control program commensurate with the services and supplies to be provided as determined by the prime's internal audit system. The Government reserves the right to disapprove the contractor's and/or subcontractor's quality system or portions thereof when the quality system(s) fails to meet contractual requirements at either the program or worksite services level. The Government reserves the right to participate in the process improvement elements of the contractor's quality assurance plan and development of quality related documents as needed. At a minimum, the contractor shall ensure their quality system meets the following key criteria:

- Establish documented, capable, and repeatable processes
- Track issues and associated changes needed
- Monitor and control critical product and process variations
- Establish mechanisms for feedback of field product performance
- Implement and effective root-cause analysis and corrective action system
- Establish methods and procedures for continuous process improvement

## 6.2 QUALITY MANAGEMENT PROCESS COMPLIANCE

### 6.2.1 General

The contractor shall have processes in place that coincide with the government's quality management processes. The contractor shall use best industry practices including, when applicable, ISO/IEC 15288 for System life cycle processes and ISO/IEC 12207 for Software life cycle processes. As applicable, the contractor shall also support and/or participate in event-driven milestones and reviews as stated in the Defense Acquisition University's (DAU's) DoD Integrated Defense Acquisition, Technology, and Logistics Life Cycle Management System Chart which is incorporates multiple DoD directives and instructions – specifically DoDD 5000.01 and DoDI 5000.02. The contractor shall provide technical program and project management support that will mitigate the risks to successful program execution including employment of Lean Six Sigma methodologies in compliance with SPAWARSYSCEN Atlantic requirements and with the SSC Engineering Process Office (EPO) Capability Maturity Model Integration (CMMI) program. As part of a team, the contractor shall support projects at SPAWARSYSCEN Atlantic that are currently, or in the process of, being assessed under the SSC EPO CMMI program. The contractor shall be required to utilize the processes and procedures already established for the project and the SSC EPO CMMI program and deliver products that are compliant with the aforementioned processes and procedures. Although having a formal CMMI appraisal is desired, it is not required.

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## 6.3 QUALITY ASSURANCE

The contractor shall perform all quality assurance process audits necessary in the performance of the various tasks as assigned and identified by the respective WBS, POA&M, or quality system, and the contractor shall deliver related quality plan/procedural documents upon request. The Government reserves the right to perform any additional audits deemed necessary to assure that the contractor processes and related services, documents, and material meet the prescribed requirements and to reject any or all processes or related services, documents, and material in a category when noncompliance is established.

## 6.4 QUALITY CONTROL

The contractor shall perform all quality control inspections necessary in the performance of the various tasks as assigned and identified by the respective WBS, POA&M, or quality system, and the contractor shall submit related quality objective evidence upon request. Quality objective evidence (CDRL T007) includes any of the following as applicable:

- Detailed incoming receipt inspection records
- First article inspection records
- Certificates of Conformance
- Detailed sampling inspection records based upon MIL-STD-1916 (Verification Level III)
- Quality Measurement and Analysis metrics/data

The Government reserves the right to perform any inspections or pull samples as deemed necessary to assure that the contractor provided services, documents, material, and related evidence meet the prescribed requirements and to reject any or all services, documents, and material in a category when nonconformance is established.

## 6.5 QUALITY MANAGEMENT DOCUMENTATION

In support of the contract's Quality Assurance Surveillance Plan (QASP) and Contractor Performance Assessment Reporting System (CPARS), the contractor shall provide the following documents: Cost and Schedule Milestone Plan (CDRL T005) submitted 10 days after Task Order award, and Contractor CPARS Draft Approval Document (CDAD) Report (CDRL T006) submitted monthly.

## 7.0 DOCUMENTATION AND DELIVERABLES

### 7.1 CONTRACT DATA REQUIREMENT LISTINGS (CDRLs)

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The following CDRL listing identifies the data item deliverables required under this TO and the applicable section of the PWS for which they are required. Section J includes the DD Form 1423s that itemize each Contract Data Requirements List (CDRL) required under the basic contract. The contractor shall establish a practical and cost-effective system for developing and tracking the required CDRLs generated under each task. The contractor shall not develop any CDRLs classified TOP SECRET with SCI. All CDRLs are unclassified.

CDRL #	Deliverable Title	PWS Ref Para	Frequency	Date Due
T001	Task Order Status Report*	5.2.1.1, 8.1.2, 11.2.5.1, 11.2.5.2	MTHLY	30 Days after task order (DATO) and monthly on the 10th
T002	Cyber Security Workforce (CSWF) Report*	3.6.1.2, 5.2.1.3, 8.1.2	MTHLY	30 DATO and monthly on the 10th
T003	*Reserved*			
T004	Task Order Closeout Report	5.2.1.2, 11.5	1TIME	NLT 30 after TO completion date
T005	Cost and Schedule Milestone Plan	6.5	QRTLY	15 Jan, 15 Apr, 15 Jul, & 15 Oct
T006	Contractor CPARS Draft Approval Document (CDAD) Report	6.5	MTHLY	30 DATO and on the 10 <sup>th</sup>
T007	Quality Documentation**	6.1, 6.4	ASREQ	Within 24 hrs from request
T008	Inventory Tracking Report*	3.7.3, 3.7.4, 3.7.7.1	MTHLY	10 <sup>th</sup> of Each Month
T009	Invoice Support Documentation**	5.2.1.5	ASREQ	Within 24 hrs from request
T010	Limitation Notification & Rationale**	5.2.1.6, 5.2.1.7	ASREQ	Within 24 hrs from request
T011	Contract Funds Status Report (CFSR)*	5.4	MTHLY	10 <sup>th</sup> of Each Month
T012	Limitation of Subcontracting Reports (LSR)	5.2.1.8	TRI-MTHLY	100 DATO Subsequent submissions due NLT 10 days after the end of the

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CDRL #	Deliverable Title	PWS Ref Para	Frequency	Date Due
				next 3-month period
T013	Program Management Reports, General*	3.2.2, 3.5.2	MTHLY	10 <sup>th</sup> of Each Month
T014	Warranty Tracking and Administration for Serialized Items**	3.7.5, 3.7.5.1, 3.7.5.2, 3.7.7	ASREQ	Within 24 hrs from request
T015	Failure Status Repair Report**	3.7.7.2	ASREQ	Within 24 hrs from request
T016	Weekly System Status Reports	3.2.2	WKLY	COB Wednesday of each week
T017	Travel and Leave Tracker	3.2.2	WKLY	COB Monday of each week
T018	Cost Estimate For System/Enclave	3.2.2	ASREQ	Within 24 hrs from request
T019	Available Budget and Expensed Funding at System/Enclave Level	3.2.2	MTHLY	10 <sup>th</sup> of Each Month
T020	Test Execution Planning Activities	3.4.4	ASREQ	Within 24 hrs from request
T021	IV&V Test Plan	3.4.4	ASREQ	Within 24 hrs from request
T022	Progress/Results Testing Report	3.4.4	ASREQ	Due daily - only during IV&V events
T023	Mitigation and Remediation Support	3.4.5	ASREQ	Within 24 hrs from request
T024	POA&M Resolution Recommendations	3.4.5	ASREQ	Within 24 hrs from request
T025	Risk Assessment Artifacts	3.4.7	ASREQ	Within 24 hrs from request

## 7.2 ELECTRONIC FORMAT

At a minimum, the contractor shall provide deliverables electronically by e-mail; hard copies are only required if requested by the government. To ensure information compatibility, the contractor shall guarantee all deliverables (i.e., CDRLs), data, correspondence, and etc., are provided in a format approved by the receiving government representative. The contractor shall provide all data

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in an editable format compatible with SPAWARSYSCEN Atlantic corporate standard software configuration as specified below. Contractor shall conform to SPAWARSYSCEN Atlantic corporate standards within 30 days of contract award unless otherwise specified. *The initial or future upgrades costs of the listed computer programs are not chargeable as a direct cost to the government.*

	<b>Deliverable</b>	<b>Software to be used</b>
a.	Word Processing / Reports	Microsoft Word/Adobe Acrobat
b.	Technical Publishing	Micosoft Publisher/Adobe InDesign
c.	Spreadsheets	Microsoft Excel
d.	Presentations	Microsoft PowerPoint
e.	Diagrams/Schematics (new data products)	Microsoft Visio
g.	Scheduling	Microsoft Project

### 7.3 INFORMATION SYSTEM

#### 7.3.1 Electronic Communication

The contractor shall have broadband Internet connectivity and an industry standard email system for communication with the government. The contractor shall be capable of Public Key Infrastructure client side authentication to DOD private web servers. Unless otherwise specified, all key personnel on contract shall be accessible by e-mail through individual accounts during all working hours.

#### 7.3.2 Information Security

The contractor shall provide adequate security for all unclassified DoD information passing through non-DoD information system including all subcontractor information systems utilized on contract. The contractor shall disseminate unclassified DoD information within the scope of assigned duties and with a clear expectation that confidentiality is preserved. Examples of such information include the following: non-public information provided to the contractor, information developed during the course of the contract, and privileged contract information (e.g., program schedules, contract-related tracking).

##### 7.3.2.1 Safeguards

The contractor shall protect government information and shall provide compliance documentation validating they are meeting this requirement. The contractor and all utilized subcontractors shall abide by the following safeguards:

- Do not process DoD information on public computers (e.g., those available for use by the general

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public in kiosks or hotel business centers) or computers that do not have access control.

- Protect information by at least one physical or electronic barrier (e.g., locked container or room, login and password) when not under direct individual control.
- Sanitize media (e.g., overwrite) before external release or disposal.
- Encrypt all information that has been identified as controlled unclassified information (CUI) when it is stored on mobile computing devices such as laptops and personal digital assistants, or removable storage media such as portable hard drives and digital optical disks, using DoD Authorized Data-at-Rest encryption technology. NOTE: Thumb drives are not authorized for DoD work, storage, or transfer. Use GSA Awarded DAR solutions (GSA # 10359) complying with ASD-NII/DOD-CIO Memorandum, "Encryption of Sensitive Unclassified Data-at-Rest on Mobile Computing Devices and Removable Storage." The contractor shall ensure all solutions meet FIPS 140-2 compliance requirements.
- Limit information transfer to subcontractors or teaming partners with a need to know and a commitment to at least the same level of protection.
- Transmit e-mail, text messages, and similar communications using technology and processes that provide the best level of privacy available, given facilities, conditions, and environment. Examples of recommended technologies or processes include closed networks, virtual private networks, public key-enabled encryption, and Transport Layer Security (TLS). Encrypt organizational wireless connections and use encrypted wireless connection where available when traveling. If encrypted wireless is not available, encrypt application files (e.g., spreadsheet and word processing files), using at least application-provided password protection level encryption.
- Transmit voice and fax transmissions only when there is a reasonable assurance that access is limited to authorized recipients.
- Do not post DoD information to Web site pages that are publicly available or have access limited only by domain or Internet protocol restriction. Such information may be posted to Web site pages that control access by user identification or password, user certificates, or other technical means and provide protection via use of TLS or other equivalent technologies. Access control may be provided by the intranet (vice the Web site itself or the application it hosts).
- Provide protection against computer network intrusions and data exfiltration, minimally including the following:

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- Current and regularly updated malware protection services, e.g., anti-virus, anti-spyware.
  
- Monitoring and control of inbound and outbound network traffic as appropriate (e.g., at the external boundary, sub-networks, individual hosts) including blocking unauthorized ingress, egress, and exfiltration through technologies such as firewalls and router policies, intrusion prevention or detection services, and host-based security services.
  
- Prompt application of security-relevant software patches, service packs, and hot fixes.
  - As applicable, comply with other current Federal and DoD information protection and reporting requirements for specified categories of information (e.g., medical, critical program information (CPI), personally identifiable information, export controlled).
  
  - Report loss or unauthorized disclosure of information in accordance with contract or agreement requirements and mechanisms.

#### 7.3.2.2 Compliance

The contractor shall include in their quality processes procedures that are compliant with information security requirements.

## 8.0 SECURITY

### 8.1 ORGANIZATION

#### 8.1.1 Security Classification

Classified work is performed under this task order. The contractor shall have or be eligible to obtain at the time of TO award and prior to commencement of classified work, a SECRET facility security clearance (FCL).

The following PWS task(s) requires access to classified information up to the level of SECRET: 3.2 3.3, 3.4, 3.5, 3.6, 3.7, 3.8, 3.9, 3.10, 3.11, and 3.12. The SECRET level tasking involves access to SIPRNet requiring a SECRET level clearance is required for that access. SECRET security clearance is required

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to access and handle classified and personal personnel material, attend program meetings, and/or work within restricted areas unescorted.

### 8.1.2 Security Officer

The contractor shall appoint a Facility Security Officer (FSO) to support those contractor personnel requiring access to government facility/installation and/or access to information technology systems under this contract. The FSO is key management personnel who are the contractor's main POC for security issues. The FSO shall have a U.S. Government security clearance equal to or higher than the FCL required on this contract. The FSO shall be responsible for tracking the security requirements for all personnel (subcontractors included) utilized on contract. Responsibilities include entering and updating the personnel security related and mandatory training information within the Staffing Plan document, which is an attachment to the Task Order Status Report (TOSR) (CDRL T001). FSO shall also update and track data in the Cyber Security Workforce (CSWF) (CDRL T002).

## 8.2 PERSONNEL

The contractor shall conform to the security provisions of DoDI 5220.22/DoD 5220.22-M – National Industrial Security Program Operating Manual (NISPOM), SECNAVINST 5510.30, DoD 8570.01-M, and the Privacy Act of 1974. Prior to any labor hours being charged on task order, the contractor shall ensure any/all personnel assigned to perform work on this task order (including administrative and subcontractor personnel) have obtained and can maintain favorable background investigations at the appropriate level(s) for access required for the task order, and if applicable, are certified/credentialed for the Cybersecurity Workforce (CSWF). A favorable background determination is determined by either a National Agency Check with Inquiries (NACI), National Agency Check with Law and Credit (NACLC), or Single Scope Background Investigation (SSBI) and favorable Federal Bureau of Investigation (FBI) fingerprint checks. Investigations are not necessarily required for personnel performing unclassified work who do not require access to government installations/facilities, government IT systems and IT resources, or SPAWARSYSCEN Atlantic information. *Cost to meet these security requirements is not directly chargeable to task order.*

NOTE: If a final determination is made that an individual does not meet or cannot maintain the minimum fitness standard, the contractor shall permanently remove the individual from SPAWARSYSCEN Atlantic facilities, projects, and/or programs. If an individual who has been submitted for a fitness determination or security clearance is "denied" or receives an "Interim Declination," the contractor shall remove the individual from SPAWARSYSCEN Atlantic facilities, projects, and/or programs until such time as the investigation is fully adjudicated or the individual is resubmitted and is approved. All contractor and subcontractor personnel removed from facilities, projects, and/or programs shall cease charging labor hours directly or indirectly on task and contract.

### 8.2.1 Personnel Clearance

The majority of personnel associated with this contract shall possess a SECRET personnel security

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clearance (PCL). These programs/tasks include, as a minimum, contractor personnel having the appropriate clearances required for access to classified data as applicable. Prior to starting work on the task, contractor personnel shall have the required clearance granted by the Department of Defense Consolidated Adjudications Facility (DoD CAF) and shall comply with IT access authorization requirements. In addition, contractor personnel shall possess the appropriate IT level of access for the respective task and position assignment as applicable per DoDI 8500.01, DoD Instruction for Cybersecurity. Any future revision to the respective directive and instruction will be applied to the TO level. Contractor personnel shall handle and safeguard any Controlled Unclassified Information (CUI) and/or classified information in accordance with appropriate Department of Defense, Navy, and SPAWARSYSCEN Atlantic security regulations. The contractor shall immediately report any security violation to the SPAWARSYSCEN Atlantic Security Management Office, the COR, and Government Project Manager.

## 8.2.2 Access Control of Contractor Personnel

### 8.2.2.1 Physical Access to Government Facilities and Installations

Contractor personnel shall physically access government facilities and installations for purposes of site visitation, supervisory and quality evaluation, work performed within government spaces (either temporary or permanent), or meeting attendance. Individuals supporting these efforts shall comply with the latest security regulations applicable to the government facility/installation.

- a. The majority of government facilities require contractor personnel to have an approved visit request on file at the facility/installation security office prior to access. The contractor shall initiate and submit a request for visit authorization to the COR in accordance with DoD 5220.22-M (NISPOM) not later than one (1) week prior to visit – timeframes may vary at each facility/installation. For admission to SPAWARSYSCEN Atlantic facilities/installations, the contractor shall forward a visit request to Joint Personnel Adjudication System (JPAS) /SMO 652366; faxed to 843-218-4045 or mailed to Space and Naval Warfare Systems Center Atlantic, P.O. Box 190022, North Charleston, SC 29419-9022, Attn: Security Office, for certification of need to know by the specified COR. For visitation to all other govt. locations, the contractor shall forward visit request documentation directly to the on-site facility/installation security office via approval by the COR.
- b. Depending on the facility/installation regulations, contractor personnel shall present a proper form of identification(s) and vehicle proof of insurance or vehicle rental agreement. NOTE: SPAWARSYSCEN Atlantic facilities located on Joint Base Charleston require a Common Access Card (CAC) each time physical installation access is required. Contractor shall contact SPAWARSYSCEN Atlantic Security Office directly for latest policy.
- (c) All contractor persons engaged in work while on Government property shall be subject to inspection

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of their vehicles at any time by the Government, and shall report any known or suspected security violations to the Security Department at that location.

#### 8.2.2.2 Identification and Disclosure Requirements

Contractors shall take all means necessary to not represent themselves as government employees. All Contractor personnel shall follow the identification and disclosure requirement as specified in local clause 5252.237-9602. In addition, contractor and subcontractors shall identify themselves and their company name on attendance meeting list/minutes, documentation reviews, and their electronic digital signature.

#### 8.2.2.3 Government Badge Requirements

Some task order personnel shall require a government issued picture badge. While on government installations/facilities, contractors shall abide by each site's security badge requirements. Various government installations are continually updating their security requirements to meet Homeland Security Presidential Directive (HSPD-12) identification standards. Contractors are responsible for obtaining and complying with the latest security identification requirements for their personnel. Contractors shall submit valid paper work (e.g., site visit request, request for picture badge, and/or SF-86 for Common Access Card (CAC)) to the applicable government security office via the task order COR. The contractor's appointed Security Officer, which is required in clause 5252.204-9200, shall track all personnel holding local government badges.

#### 8.2.2.4 Common Access Card (CAC) Requirements

Some government facilities/installations (e.g., Joint Base Charleston) require contractor personnel to have a Common Access Card (CAC) for physical access to the facilities or installations. Contractors supporting work that requires access to any DoD IT/network also requires a CAC. Granting of logical and physical access privileges remains a local policy and business operation function of the local facility. The Contractor is responsible for obtaining the latest facility/installation and IT CAC requirements from the applicable local Security Office. When a CAC is required to perform work, contractor personnel shall be able to meet all of the following security requirements prior to work being performed:

(a) Pursuant to DoD Manual (DoDM-1000.13-M-V1), issuance of a CAC is based on the following four criteria:

1. eligibility for a CAC – to be eligible for a CAC, Contractor personnel's access requirement shall meet one of the following three criteria: (a) individual requires access to multiple DoD facilities or access to multiple non-DoD Federal facilities on behalf of the government on a recurring bases for a

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period of 6 months or more, (b) individual requires both access to a DoD facility and access to DoD network on site or remotely, or (c) individual requires remote access to DoD networks that use only the CAC logon for user identification.

2. verification of DoD affiliation from an authoritative data source – CAC eligible personnel must be registered in the Defense Enrollment Eligibility Reporting Systems (DEERS) through either an authoritative personnel data feed from the appropriate Service or Agency or Trusted Associated Sponsorship System (TASS) (formally Contractor Verification System (CVS)).

3. completion of background vetting requirements according to FIPS PUB 201-2 and DoD Regulation 5200.2-R – at a minimum, the completion of Federal Bureau of Investigation (FBI) fingerprint check with favorable results and submission of a National Agency Check with Inquiries (NACI) investigation to the Office of Personnel Management (OPM), or a DoD-determined equivalent investigation. NOTE: Contractor personnel requiring logical access shall obtain and maintain a favorable National Agency Check with Law and Credit (NACLC) investigation. Contractor personnel shall contact the SPAWARSYSCEN Atlantic Security Office to obtain the latest CAC requirements and procedures.

4. verification of a claimed identity – all contractor personnel shall present two forms of identification in its original form to verify a claimed identity. The identity source documents must come from the list of acceptable documents included in Form I-9, OMB No. 115-0136, Employment Eligibility Verification. Consistent with applicable law, at least one document from the Form I-9 list must be a valid (unexpired) State or Federal Government-issued picture identification (ID). The identity documents will be inspected for authenticity, scanned, and stored in the DEERS.

(b) When a contractor requires logical access to a government IT system or resource (directly or indirectly), the required CAC will have a Public Key Infrastructure (PKI). A hardware solution and software (e.g., ActiveGold) is required to securely read the card via a personal computer. Pursuant to DoDM 1000.13-M-V1, CAC PKI certificates will be associated with an official government issued e-mail address (e.g. .mil, .gov, .edu). Prior to receipt of a CAC with PKI, contractor personnel shall complete the mandatory Cybersecurity Awareness training and submit a signed System Authorization Access Request Navy (SAAR-N) form to the task order COR. Note: In order for personnel to maintain a CAC with PKI, each contractor employee shall complete annual cybersecurity training. The following guidance for training and form submittal is provided; however, contractors shall seek latest guidance from their appointed company Security Officer and the SPAWARSYSCEN Atlantic Cybersecurity Management (IAM) office:

1. For annual DoD Cybersecurity/IA Awareness training, contractors shall use this site: <https://twms.nmci.navy.mil/>. For those contractors requiring initial training and do not have a CAC, contact the SPAWARSYSCEN Atlantic IAM office at phone number e-mail questions to [ssc\\_lant\\_iam\\_office.fcm@navy.mil](mailto:ssc_lant_iam_office.fcm@navy.mil) for additional instructions. Training can be taken at the IAM office or online at <http://iase.disa.mil/index2.html>.

2. For SAAR-N form, the contractor shall use OPNAV 5239/14 (Rev 9/2011). Contractors can obtain a form from the SPAWARSYSCEN Atlantic IAM office at or from the website: <https://navalforms.documentservices.dla.mil/>. Digitally signed forms will be routed to the IAM office via encrypted e-mail to [ssclant\\_it\\_secmtg@navy.mil](mailto:ssclant_it_secmtg@navy.mil).

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#### 8.2.2.5 Contractor Check-in and Check-out Procedures

All SPAWARSYSCEN Atlantic contractor personnel requiring or possessing a government badge and/or CAC for facility and/or IT access shall have a SPAWARSYSCEN Atlantic government sponsor and be in compliance with the most current version of Contractor Check-in and Check-out Instruction and Forms as posted on the Command Operating Guide (COG) website. At task order award throughout task order completion, the contractor shall provide necessary employee information and documentation for employees hired, transferred, and/or terminated in support of this TO within the required timeframe as cited in the Check-in and Check-out instructions. Contractor's Security Officer shall ensure all contractor employees whose services are no longer required on task order return all applicable government documents/badges to the appropriate government representative. NOTE: If the contractor does not have access to the SPAWAR COG website, the contractor shall get all necessary instruction and forms from the COR.

#### 8.2.3 IT Position Categories

Pursuant to DoDI 8500.01, DoD 8570.01-M, SECNAVINST 5510.30, SECNAV M-5239.2, and applicable to unclassified DoD information systems, a designator is assigned to certain individuals that indicates the level of IT access required to execute the responsibilities of the position based on the potential for an individual assigned to the position to adversely impact DoD missions or functions. As defined in DoD 5200.2-R, SECNAVINST 5510.30 and SECNAV M-5510.30, three basic DoN IT levels/Position categories exist:

- IT-I (Privileged access)
- IT-II (Limited Privileged, sensitive information)
- IT-III (Non-Privileged, no sensitive information)

Note: The term IT Position is synonymous with the older term Automated Data Processing (ADP) Position (as used in DoD 5200.2-R, Appendix 10).

Investigative requirements for each category vary, depending on the role and whether the individual is a U.S. civilian contractor or a foreign national. The Contractor PM shall assist the Government Project Manager or COR in determining the appropriate IT Position Category assignment for all contractor personnel. All required Single-Scope Background Investigation (SSBI), SSBI Periodic Reinvestigation (SSBI-PR), and National Agency Check (NAC) adjudication will be performed Pursuant to DoDI 8500.01 and SECNAVINST 5510.30. Requests for investigation of contractor personnel for fitness determinations or IT eligibility without classified access are submitted by SPAWARSYSCEN Atlantic Security Office, processed by the OPM, and adjudicated by DOD CAF. IT Position Categories are determined based on the following criteria:

##### 8.2.3.1 IT-I Level (Privileged) - Positions in which the incumbent is responsible for the planning,

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direction, and implementation of a computer security program; major responsibility for the direction, planning and design of a computer system, including the hardware and software; or, can access a system during the operation or maintenance in such a way, and with a relatively high risk for causing grave damage, or realize a significant personal gain. Personnel whose duties meet the criteria for IT-I Position designation require a favorably adjudication of Single Scope Background Investigation (SSBI) or SSBI-PR. The SSBI or SSBI-PR is updated a minimum of every 5 years. Assignment to designated IT-I positions requires U.S. citizenship unless a waiver request is approved by CNO.

8.2.3.2 IT-II Level (Limited Privileged) - Positions in which the incumbent is responsible for the-direction, planning, design, operation, or maintenance of a computer system, and whose work is technically reviewed by a higher authority at the IT-II Position level to insure the integrity of the system. Personnel whose duties meet the criteria for an IT-II Position require a favorably adjudication of a Position of Trust National Agency Check with Law and Credit (PT/NACLC). Assignment to designated IT-II positions requires U.S. citizenship unless a waiver request is approved by CNO.

8.2.3.3 IT-III Level (Non-privileged) - All other positions involved in computer activities. Incumbent in this position has non-privileged access to one or more DoD information systems/applications or database to which they are authorized access. Personnel whose duties meet the criteria for an IT-III Position designation require a favorably adjudication of a Position of Trust National Agency Check with Written Inquiries (PT/NACI).

#### 8.2.4 Security Training

Regardless of the contract security level required, the contractor shall be responsible for verifying applicable personnel (including subcontractors) receive all required training. At a minimum, the contractor's designated Security Officer shall track the following information: security clearance information; dates possessing Common Access Cards; issued & expired dates for SPAWARSYSCEN Atlantic Badge; Cybersecurity training; Privacy Act training; Personally Identifiable Information (PII) training; Cybersecurity Workforce (CSWF) certifications; etc. The contractor shall educate employees on the procedures for the handling and production of classified material and documents, and other security measures as described in the PWS in accordance with DoD 5220.22-M.

#### 8.2.5 Disclosure of Information

Contractor employees shall not discuss or disclose any information provided to them in the performance of their duties to parties other than authorized Government and contractor personnel who have a "need to know". The contractor shall not use any information or documentation developed by the contractor under direction of the government for other purposes without the consent of the government Contracting Officer.

#### 8.2.6 Handling of Personally Identifiable Information (PII)

When a contractor, including any subcontractor, is authorized access to Personally Identifiable

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Information (PII), the contractor shall complete annual PII training requirements and comply with all privacy protections under the Privacy Act. The contractor shall safeguard PII from theft, loss, and compromise. The contractor shall transmit and dispose of PII in accordance with the latest DON policies. The contractor shall not store any government PII on their personal computers. The contractor shall mark all developed documentation containing PII information accordingly in either the header or footer of the document: “FOUO – Privacy Sensitive. Any misuse or unauthorized disclosure may result in both criminal and civil penalties.” Any unauthorized disclosure of privacy sensitive information through negligence or misconduct can lead to contractor removal or contract termination depending on the severity of the disclosure. Upon discovery of a PII breach, the contractor shall immediately notify the Contracting Officer and COR. Contractors responsible for the unauthorized disclosure of PII shall be held accountable for any costs associated with breach mitigation, including those incurred as a result of having to notify personnel.

### 8.3 OPERATIONS SECURITY (OPSEC) REQUIREMENTS

Security programs are oriented towards protection of classified information and material. Operations Security (OPSEC) is an operations function which involves the protection of any critical information – focusing on unclassified information that may be susceptible to adversary exploitation. Pursuant to DoDD 5205.02E and SPAWARINST 3432.1, SPAWARSYSCEN Atlantic’s OPSEC program implements requirements in DoD 5205.02-M – OPSEC Program Manual. Note: OPSEC requirements are applicable when contract personnel have access to classified information or unclassified Critical Program Information (CPI)/sensitive information.

#### 8.3.1 Local and Internal OPSEC Requirement

Contractor personnel, including subcontractors if applicable, shall adhere to the OPSEC program policies and practices as cited in the SPAWARINST 3432.1 and existing local site OPSEC procedures. The contractor shall develop their own internal OPSEC program specific to the contract and based on SPAWARSYSCEN Atlantic OPSEC requirements. At a minimum, the contractor’s program shall identify the current SPAWARSYSCEN Atlantic site OPSEC Officer/Coordinator.

#### 8.3.2 OPSEC Training

Contractor shall track and ensure applicable personnel receive initial and annual OPSEC awareness training. Training may be provided by the government or a contractor’s OPSEC Manager. Contractor training shall, as a minimum, cover OPSEC as it relates to contract work, discuss the Critical Information applicable in the task order, and review OPSEC requirements if working at government facilities. The contractor shall ensure any training materials developed by the contractor shall be reviewed by the SPAWARSYSCEN Atlantic OPSEC Officer, who will ensure it is consistent with SPAWARSYSCEN Atlantic OPSEC policies. OPSEC training requirements are applicable for personnel during their entire term supporting SPAWAR contracts.

#### 8.3.3 SPAWARSYSCEN Atlantic OPSEC Program

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Contractor shall participate in SPAWARSYSCEN Atlantic OPSEC program briefings and working meetings, and the contractor shall complete any required OPSEC survey or data call within the timeframe specified.

#### 8.3.4 Classified Contracts

OPSEC requirements identified under a classified contract shall have specific OPSEC requirements listed on the DD Form 254

### 8.4 DATA HANDLING AND USER CONTROLS

#### 8.4.1 Data Handling

At a minimum, the contractor shall handle all data received or generated under this contract as For Official Use Only (FOUO) material. The contractor shall handle all classified information received or generated Pursuant to the attached DD Form 254 and be in compliance with all applicable PWS references and other applicable Government policies and procedures that include DOD/Navy/SPAWAR.

#### 8.4.2 Effective Use of Controls

The contractor shall screen all electronic deliverables or electronically provided information for malicious code using DoD approved anti-virus software prior to delivery to the Government. The contractor shall utilize appropriate controls (firewalls, password protection, encryption, digital certificates, etc.) at all times to protect contract related information processed, stored or transmitted on the contractor's and Government's computers/servers to ensure confidentiality, integrity, availability, authentication and non-repudiation. The contractor shall ensure provisions are in place that will safeguard all aspects of information operations pertaining to this TO in compliance with all applicable PWS references. In compliance with Para 8.3.3, the contractor shall ensure Data-at-Rest is required on all portable electronic devices including storage of all types. Encryption/digital signing of communications is required for authentication and non-repudiation.

## 9. GOVERNMENT FACILITIES

Government facilities (i.e., office space, computer hardware/software, or lab space) will be provided to those labor categories that would otherwise adversely affect the work performance if they were not available on-site. All Contractor personnel with supplied government facilities shall be located at SPAWARSYSCEN Atlantic in Charleston, SC, Norfolk, VA, or New Orleans, LA; or located in Defense Health Agency Facilities in the National Capital Region (NCR), or the Defense Health Agency Facilities in San Antonio, TX Area.

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## 10. CONTRACTOR FACILITIES

This task order requires close liaison with the government. The contractor shall be prepared to establish a local facility within a thirty (30)-mile radius of SPAWARSYSCEN Atlantic in Charleston, SC. Close proximity allows for proper task order administration duties. The contractor's facility is not necessary for the exclusive use of this task order and can be utilized on a shared basis. The contractor's local facility shall include physical security to protect government assets. The contractor's facility shall meet location requirements to perform work requirements within 30 days after TO award. Facility space shall include offices, conference rooms, lab work, and a staging area for materials and equipment.

## 11. TASK ORDER PROPERTY ADMINISTRATION

### 11.1 PROPERTY TYPES

Task Order property is either intangible (i.e., intellectual property and software IAW FAR Part 27) or tangible (i.e., government property IAW FAR Part 45). The contractor shall have established property management procedures and an appropriate property management point of contact who shall work with the assigned Government Property Administrator (PA) to ensure their property management system is acceptable. This contract will have the following property in support of the tasking requirements in PWS Para 3.0.

#### 11.1.1 Intangible Property – Intellectual/Software

Government Furnished Information (GFI)

Intellectual property includes Government Furnished Information (GFI) which includes manuals, drawings, and test data that is provided to contractor for performance of a contract. Depending on information contained in a document, the contractor shall comply with additional controls for access and distribution (e.g., technical specifications, maps, buildings designs, schedules, etc.).

No GFI is to be utilized on this task order.

#### 11.1.2 Tangible Property – Government Property (GP)

Government property utilized on the task order includes all property owned or leased by the Government. Government property consists of Government-furnished property (GFP) and Contractor-acquired property (CAP). Under this task order, the following government property shall be applicable:

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#### 11.1.2.1 Government-furnished Property (GFP)

Government-furnished property (GFP) is property in the possession of, or directly acquired by, the Government and subsequently furnished to the contractor for performance of a contract. GFP includes, but is not limited to, spares and property furnished for repairs, maintenance, overhaul, or modification.

Furnishing Government Property on this contract is authorized. The contractor shall utilize Government property in accordance with FAR clause 52.245-1 and 52.245-9. The contractor shall have the means to provide an effective and efficient stewardship of Government property. In accordance with PGI 245.103-72, GFP items will be identified on Scheduled GFP (SGFP) and/or Requisitioned GFP (RGFP) forms. Any required updates, corrections, or additions will require replacing the document of record rather than creating an additional document. The following types of government property are applicable on this task order:

(a) Government-Furnished Equipment (GFE) – Property, Plant and Equipment (PP&E) which are tangible items that are functionally complete for its intended purpose, durable, nonexpendable, and needed for the performance of a contract. Equipment is not intended for sale and does not ordinarily lose its identity or become a component part of another article when put into use. Equipment does not include material, real property, special test equipment or special tooling. GFE is considered inherently serially managed and IUID labeled. In accordance with PGI 245.103-72, GFE items are identified on the Scheduled GFP (SGFP) form, Attachment #2.

(b) No Government-Furnished Material (GFM) is provided on this contract/TO.

(c) No Special Test Equipment (STE) is provided on this contract/TO.

(d) No Special Tooling (ST) is provided on this contract/TO.

#### 11.1.2.2 Contractor-acquired Property (CAP)

Contractor-acquired property (CAP) is property acquired, fabricated, or otherwise provided by the contractor for performing a contract and to which the Government has title but has not yet performed receipt and acceptance. CAP consists of Contractor Acquired Equipment (CAE) which includes Property, Plant and Equipment (PP&E), Contractor Acquired Material (CAM) which includes Operating Material and Supplies (OM&S), Special Tooling (ST), and Special Test Equipment (STE).

CAP is required and is identified in the table below.

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Item #	Description, CAP	Unit/Issue	Quantity	Est. Cost
	Printing Supplies	Lot	1	\$400
	Miscellaneous Office Supplies	Lot	1	\$1,000
	Shipping	Lot	1	\$2,500
	Laptops	Lot	75	\$150,000
	Software Licenses	Lot	200	\$4,000

## 11.2 GOVERNMENT PROPERTY TRACKING AND MANAGEMENT

### 11.2.1 Contractor Property Management System

The contractor shall establish and maintain an acceptable property management system that is subject to review and approval by the KO and contract government Property Administrator. The contractor's property management system shall adhere to the applicable prescribed requirements in FAR clause 52.245-1.

### 11.2.2 Government Property Administrator

The task order property administrator under this contract is designated as Defense Contract Management Agency (DCMA). The contractor shall work with the designated contract property administrator to ensure compliance with the contract's property requirements.

### 11.2.3 Property Transfer between Government and Contracts

Contractors shall not take receipt or transfer custody of any government property without possessing proper contractual authority; i.e.; item specifically is identified as GFP at the basic contract or task order level. Per DoDI 4161.02, the government will utilize electronic transaction when transferring GFP to the contractor (specified by contract number) and upon return of the property to the government. The contractor shall use WAWF to receipt property transfer or use Defense Logistics Management System (DLMS) standard logistics transaction set 527R to provide materiel receipt acknowledgement. The applicable contract number shall be cited to properly track property shipments.

Note: If electronic receipt is not available, at a minimum, the transfer or property shall not occur without proper paperwork; e.g., Requisition and Invoice/Shipping Document (DD1149) or COMSEC Material Report (SF153).

### 11.2.4 GFP Tagging, Labeling and Marking

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Contractor shall tag, label, or mark all GFP items not previously tag, labeled, or marked. The contractor shall ensure applicable Government Furnished Property (GFP) is identified in the DoD Item Unique Identification (IUID) Registry and its integral GFP Repository, see DoDI 4151.19 for instructions concerning serialized items. After a contractor takes possession of GFP, the contractor shall designate the item as GFP in the IUID Registry. If the item cannot be found in the IUID registry, the contractor shall enter the item. When GFP is returned to the government at the completion of the contract/task order, the contractor shall update the IUID registry Custody status. If the GFP item is consumed, destroyed, scrapped, lost, or abandoned during the contract/TO performance, the contractor shall update the item's status and annotate that it has been disposed.

11.2.4.1 IUID Reporting Criteria. The contractor shall ensure GFP acquired items that are serialized regardless of unit acquisition cost are subject to Item Unique Identification (IUID) Registry Requirements. Contractor shall verify with government if questionable GFP items that are non-serialized or have an acquisition cost less than \$5,000 require an item unique identification or a DoD recognized unique identification equivalent. Exceptions to IUID requirements will be determined by the government.

11.2.4.2 Exception to IUID Reporting Criteria. CAP is one of the listed GFP items that do not required to be tagged, labeled, or marked as GFP; however, if any CAP is returned to the government, the contractor shall appropriately tag it and enter it into the IUID registry or other specified government inventory system.

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#### 11.2.5 Government Property Records

Contractors and any subcontractors if applicable shall be responsible for establishing and maintaining records of Government Property in their possession – this includes GFP and CAP. For GFP only, the contractor shall ensure that items designated as Special Tooling (ST) and Special Test Equipment (STE) are correctly annotate in the SPAWAR approved GFP central Automated Information System (AIS). The contractor shall work with the COR and designated contract Property Administrator to maintain adequate GFP records which shall be forwarded as required to SSC Atlantic functional mailbox for tracking and centralization. The GFP and CAP records shall contain at a minimum the data elements as described in FAR clause 52.245-1 and shall be submitted for review as part of the contract/TO status report (CDRL T001).

For all GFP items including laptops (required to be identified on the applicable TO SGFP form) removed from a government facility, the contractor employee shall possess at all times a government signed copy of the DD1149 specifying contract and applicable TO number, company name,

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model number, and serial number of the computer. For GFP laptops assigned to contractor employees, in addition to the signed DD1149, a contractor-generated property pass with the employee's name may be attached to validate possession in accordance with applicable company internal procedures.

#### 11.2.6 CAP Warranty Tracking

Contractors shall track purchasing of all CAP internally within their inventory system. Contractors shall track warranty information for all CAP items serialized with an UIID in the WAWF as specified in PWS Para 3.15. Contractor records are subject to Government review at any time.

### 11.3 GOVERNMENT PROPOERTY TRANSFERRING ACCOUNTABILITY

Government property cannot be transferred between task orders unless approval is obtained from the Contracting Officer, proper identification/tracking is maintained, and modifications are issued to both affected task orders. Contractor shall ensure they have all necessary documentation required for authorized transfer of property from one task order to another. Transfer documentation shall specify the type, quantity and acquisition cost of each item being transferred. CAP cannot be transferred. In order for CAP to be utilized on a task order other than the one that funded it, it must first be delivered to the Government. Once received and accepted by the Government, it can be provided as GFP on the same or another task order.

### 11.4 GOVERNMENT PROPERTY LOST OR DAMAGED ITEMS

Contractor shall promptly report to the COR and Contracting Officer all lost and/or damaged government property.

### 11.5 GOVERNMENT PROPERTY INVENTORY DISPOSITION

When disposition instructions for GFP are contained in the accountable contract or on the supporting shipping documents (DD Form 1149), the Contractor shall initiate and submit an excess inventory listing to the Procuring Contracting Officer (PCO), via the activity Property Administrator.

When disposition instructions are not stipulated in the contract or supporting shipping document (DD Form 1149), an excess inventory listing is required that identifies GFP and, under cost reimbursement contracts, CAP. The contractor shall submit the list to the COR and PCO, via the activity Property Administrator, at which time disposition instructions will be provided by the government.

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When GFP and CAP are specific to a single task order, the contractor shall include a final inventory reporting list in the TO Closeout Report (CDRL T004). At the time of the Contractor's regular annual inventory, the Contractor shall provide the PCO, via the assigned Property Administrator, a copy of the physical inventory listing. All contractor personnel shall be responsible for following the company's internal inventory management procedures and correcting any problems noted by the government property administrator.

## 11.6 GOVERNMENT PROPERTY PERFORMANCE EVALUATION

Non-compliance with the contract's Government Property terms and conditions will negatively affect the contractor's annual Contractor Performance Assessment Reporting System (CPARS) rating.

## 12. SAFETY ISSUES

### 12.1 Occupational Safety and Health Requirements

The contractor shall be responsible for ensuring the safety of all company employees, other working personnel, and Government property. The contractor is solely responsible for compliance with the Occupational Safety and Health Act (OSHA) (Public Law 91-596) and the resulting applicable standards, OSHA Standard 29 CFR 1910 (general), 1915 (shipboard/submarine) and 1926 (shore), and for the protection, safety and health of their employees and any subcontractors assigned to the respective task orders under this contract. Without government assistance, the contractor shall make certain that all safety requirements are met, safety equipment is provided, and safety procedures are documented as part of their quality management system.

#### 12.1.1 Performance at government facilities

The contractor shall immediately report any accidents involving government or contractor personnel injuries or property/equipment damage to the contracting officer and COR. Additionally, the contractor is responsible for securing the scene and impounding evidence/wreckage until released by the contracting officer.

## 13. TRAVEL

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### 13.1 LOCATIONS

The contractor shall ensure all travel is performed pursuant to clause 5252.231-9200. For planning purposes, the contractor shall provide adequate personnel to support the travel requirements listed below. The proposed estimated travel cost cannot exceed the not-to-exceed (NTE) value cited in the applicable pricing model. Travel estimates are in accordance with the latest Joint Travel Regulations (JTR) for DoD Civilian Personnel. Although estimated sites are listed, contractor shall be prepared to travel to any of the following sites:

- All CONUS Defense Health Agency/Military Medical Facilities
- All OCONUS Defense Health Agency/Military Medical Facilities located in the following states/country:
  - Hawaii
  - Italy
  - Cuba
  - Spain
  - Guam
  - Japan
  - South Korea
  - Bahrain
  - Peru
  - Egypt
  - Singapore
  - Greece
  - Indonesia
- All CONUS commercial vendors or hosting facilities that support/host systems intended or operating in support of the Defense Health Agency that require testing
- All CONUS locations hosting a conference or off-site in support of section 4 tasking

Travel to foreign countries OCONUS will be required. The applicable states/countries are noted above. Prior to travel, the contractor shall meet all necessary travel requirements for their company and personnel to support work in the noted foreign OCONUS sites.

Base

# Trips	# People	# Days/Nights	From (Location)	To (Location)
32	4	5/4	Charleston, SC	Bethesda, MD
2	8	42/41	Charleston, SC	Bethesda, MD
4	2	6/5	Charleston, SC	Guantanamo Bay
4	2	6/5	Charleston, SC	Yokosuka, Japan
4	2	5/4	Charleston, SC	Corpus Christi, TX
4	2	5/4	Charleston, SC	Portsmouth, VA

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6	1	6/5	Charleston, SC	Rota, Spain
2	2	5/4	Charleston, SC	Fort Hood, TX
2	2	5/4	Charleston, SC	Fort Irwin, CA
2	2	5/4	Charleston, SC	Aberdeen, MD
2	2	5/4	Charleston, SC	Fort Meade, MD
2	2	5/4	Charleston, SC	Fort Jackson, SC
2	2	5/4	Charleston, SC	Fort Drum, NY
2	2	5/4	Charleston, SC	Fort Lee, VA
2	2	5/4	Charleston, SC	Fort Knox, KY
2	2	5/4	Charleston, SC	Carlisle Barracks, PA
2	2	5/4	Charleston, SC	Honolulu, HI
2	2	5/4	Charleston, SC	Fort Rucker, AL
2	2	5/4	Charleston, SC	Fort Riley, KS
4	2	5/4	Charleston, SC	Fort Belvoir, VA
2	9	14/13	Charleston, SC	Portsmouth, VA
2	2	5/4	Charleston, SC	Corpus Christi, TX
2	2	5/4	Charleston, SC	West Point, NY
2	2	5/4	Charleston, SC	Fort Eustis, VA
2	14	14/13	Charleston, SC	San Francisco, CA
4	2	5/4	Charleston, SC	Dulles, VA
4	4	10/9	Charleston, SC	NH Beaufort
4	10	5/4	Charleston, SC	Bethesda, MD
6	5	5/4	Charleston, SC	Bremerton, WA
2	5	5/4	Charleston, SC	Portsmouth, VA
2	6	5/4	Charleston, SC	San Diego, CA
2	6	5/4	Charleston, SC	Jacksonville, NC

OY1

# Trips	# People	# Days/Nights	From (Location)	To (Location)
32	4	5/4	Charleston, SC	Bethesda, MD
2	8	42/41	Charleston, SC	Bethesda, MD
4	2	6/5	Charleston, SC	Guantanamo Bay
4	2	6/5	Charleston, SC	Yokosuka, Japan
4	2	5/4	Charleston, SC	Corpus Christi, TX
4	2	5/4	Charleston, SC	Portsmouth, VA
6	1	6/5	Charleston, SC	Rota, Spain
2	2	5/4	Charleston, SC	Fort Hood, TX
2	2	5/4	Charleston, SC	Fort Irwin, CA
2	2	5/4	Charleston, SC	Aberdeen, MD
2	2	5/4	Charleston, SC	Fort Meade, MD
2	2	5/4	Charleston, SC	Fort Jackson, SC
2	2	5/4	Charleston, SC	Fort Drum, NY
2	2	5/4	Charleston, SC	Fort Lee, VA
2	2	5/4	Charleston, SC	Fort Knox, KY
2	2	5/4	Charleston, SC	Carlisle Barracks, PA
2	2	5/4	Charleston, SC	Honolulu, HI
2	2	5/4	Charleston, SC	Fort Rucker, AL
2	2	5/4	Charleston, SC	Fort Riley, KS
4	2	5/4	Charleston, SC	Fort Belvoir, VA
2	9	14/13	Charleston, SC	Portsmouth, VA
2	2	5/4	Charleston, SC	Corpus Christi, TX
2	2	5/4	Charleston, SC	West Point, NY
2	2	5/4	Charleston, SC	Fort Eustis, VA
2	14	14/13	Charleston, SC	San Francisco, CA
4	2	5/4	Charleston, SC	Dulles, VA
4	4	10/9	Charleston, SC	NH Beaufort
4	10	5/4	Charleston, SC	Bethesda, MD
6	5	5/4	Charleston, SC	Bremerton, WA
2	5	5/4	Charleston, SC	Portsmouth, VA

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2	6	5/4	Charleston, SC	San Diego, CA
2	6	5/4	Charleston, SC	Jacksonville, NC

OY2

# Trips	# People	# Days/Nights	From (Location)	To (Location)
32	4	5/4	Charleston, SC	Bethesda, MD
2	8	42/41	Charleston, SC	Bethesda, MD
4	2	6/5	Charleston, SC	Guantanamo Bay
4	2	6/5	Charleston, SC	Yokosuka, Japan
4	2	5/4	Charleston, SC	Corpus Christi, TX
4	2	5/4	Charleston, SC	Portsmouth, VA
6	1	6/5	Charleston, SC	Rota, Spain
2	2	5/4	Charleston, SC	Fort Hood, TX
2	2	5/4	Charleston, SC	Fort Irwin, CA
2	2	5/4	Charleston, SC	Aberdeen, MD
2	2	5/4	Charleston, SC	Fort Meade, MD
2	2	5/4	Charleston, SC	Fort Jackson, SC
2	2	5/4	Charleston, SC	Fort Drum, NY
2	2	5/4	Charleston, SC	Fort Lee, VA
2	2	5/4	Charleston, SC	Fort Knox, KY
2	2	5/4	Charleston, SC	Carlisle Barracks, PA
2	2	5/4	Charleston, SC	Honolulu, HI
2	2	5/4	Charleston, SC	Fort Rucker, AL
2	2	5/4	Charleston, SC	Fort Riley, KS
4	2	5/4	Charleston, SC	Fort Belvoir, VA
2	9	14/13	Charleston, SC	Portsmouth, VA
2	2	5/4	Charleston, SC	Corpus Christi, TX
2	2	5/4	Charleston, SC	West Point, NY
2	2	5/4	Charleston, SC	Fort Eustis, VA
2	14	14/13	Charleston, SC	San Francisco, CA
4	2	5/4	Charleston, SC	Dulles, VA
4	4	10/9	Charleston, SC	NH Beaufort
4	10	5/4	Charleston, SC	Bethesda, MD
6	5	5/4	Charleston, SC	Bremerton, WA
2	5	5/4	Charleston, SC	Portsmouth, VA
2	6	5/4	Charleston, SC	San Diego, CA
2	6	5/4	Charleston, SC	Jacksonville, NC

## 13.2 PERSONNEL MEDICAL REQUIREMENTS

OCONUS Immunization Requirements: The contractor shall be required to travel to locations outside the Continental limits of the United States (OCONUS) both shore and afloat. Contractor employees who deploy to locations that require immunizations shall do so pursuant to DoDI 6205.4, Department of the Navy (DON), and SPAWARSYSCENLANTINST 12910.1A.

## 13.3 LETTER OF AUTHORIZATION

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Some travel will require a Letter of Authorization (LOA). A LOA is necessary to enable a contractor employee to process through a deployment processing center; to travel to, from, and within a theater of operations; and to identify any additional authorizations and privileges. Applicable to the task order, the contractor shall initiate a LOA for each prospective traveler. The contractor shall use the Synchronized Pre-deployment & Operational Tracker (SPOT) web-based system, at <http://www.dod.mil/bta/products/spot.html>, to enter and maintain data with respect to traveling/deployed personnel, and to generate LOAs. When necessary and if in the Government's interest, the contractor may also initiate a LOA request to provide an official traveler access to Government facilities and to take advantage of travel discount rates in accordance with Government contracts and/or agreements. All privileges, services, and travel rate discount access are subject to availability and vendor acceptance. LOAs are required to be signed/approved by the SPOT registered Contracting/Ordering Officer for the applicable task order.

#### **14. COR DESIGNATION**

The Contracting Officer Representative (COR) for this task order is (b)(6) who can be reached at phone (843) 218-(b)(6); e-mail: (b)(6)@navy.mil

#### **15. TRANSPORTATION OF EQUIPMENT/MATERIAL**

Transportation of equipment and/or material is applicable for the noted GFP and/or CAP.

#### **16. ACCEPTANCE PLAN**

Inspection and acceptance is performed by the COR on all services, data, and non-data deliverables in accordance with the Quality Assurance Surveillance Plan (QASP), Attachment 1.

#### **17. OTHER CONDITIONS/REQUIREMENTS**

##### **17.1 CYBERSECURITY WORKFORCE DESIGNATION**

This task order requires contractor personnel to perform cybersecurity functions. In accordance with DoD 8570.01-M Information Assurance Workforce Improvement Program Manual, the cybersecurity

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and specialties: Computer Network Defense Service Providers (CND-SPs) and IA System Architects and Engineers (IASAEs). Based on the IA function provided by the individual, an IA designator is assigned that references an IA category or specialty. The following Labor Categories shall meet the IA Designator, IA Level/Position, and have the estimated Primary/Additional/Embedded hours performing IA duties:

<b>IA Designator &amp; Level/Position</b>	<b>Quantity Personnel</b>
IAT I	50
IAT II	7
IAT III	2
IAM I	19
IAM II	2
IAM III	2

## 17.2 NON-DISCLOSURE AGREEMENT (NDA) REQUIREMENTS

All contractor personnel who receive or have access to proprietary information shall sign and abide by a non-disclosure agreement.

## 17.3 TRANSITIONAL PLAN

To minimize loss in productivity and to mitigate negative impact to on-going support services when new contractors are introduced, the contractor shall provide support during the transition-in and transition-out periods. The contractor shall have personnel on board, during the transitional periods at the beginning and end of the TO. After TO award (transition-in), the contractor shall work with the exiting contractor and become familiar with performance requirements in order to commence full performance of services before the out-going contractor leaves the site. Prior to the completion of the TO (transition-out), the contractor shall work with any new contractor personnel to ensure continuous support between contracts.

## 17.4 FUNDING ALLOCATION

This TO will be funded with multiple appropriations with various Accounting Classification Reference Numbers (ACRNs) which may or may not cross multiple contract performance years. Depending on the services performed and the applicable timeframe, the contractor shall invoice cost in accordance with Section B, Section C, and Section G of the TO award. Unless otherwise advised, the contractor shall itemize all summary of work and financial information in the TOSR CDRL by each TO funding CLIN. The ability

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of the contractor to perform adequate billing and accounting will be reflected in the contractor's annual government Contractor Performance Assessment Report (CPAR) rating.

*[END OF PWS]*

## **5252.237-9600 PERSONNEL QUALIFICATIONS (MINIMUM) (JAN 1992)**

(a) Personnel assigned to or utilized by the Contractor in the performance of this TO shall meet the experience, educational, or other background requirements set forth below and shall be fully capable of performing in an efficient, reliable, and professional manner. If the offeror does not identify the labor categories listed below by the same specific title, then a cross-reference list shall be provided in the offeror's proposal identifying the difference.

(b) The Government will review resumes of contractor personnel proposed to be assigned, and if personnel not currently in the employ of Contractor, a written agreement from potential employee to work will be part of the technical proposal.

(c) If the Ordering Officer questions the qualifications or competence of any persons performing under the TO, the burden of proof to sustain that the persons is qualified as prescribed herein shall be upon the contractor.

(d) The Contractor must have personnel, organization, and administrative control necessary to ensure that the services performed meet all requirements specified in in this TO. The work history of each Contractor employee shall contain experience directly related to the tasks and functions to be assigned. The Ordering Officer reserves the right to determine if a given work history contains necessary and sufficiently detailed, related experience to reasonably ensure the ability for effective and efficient performance.

(e) When determining if educational and experience requirements are acceptable, the following criteria are applicable:

1. To ensure that postsecondary education possessed by individuals meets an acceptable level of quality, educational degrees shall come from accredited institutions or programs. See [www.ed.gov](http://www.ed.gov) for more accreditation information. To receive credit for a Master and Doctorate, all degrees shall come from an institution that has been regionally accredited by one of the six associations: MSA, NASC, NCA, NEASC, SACS, and WASC.

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2. Bachelor of Science (BS) or Associates (AS) degrees in Applied science, Computing, Engineering, and Technology shall be from an Accreditation Board for Engineering and Technology (ABET) accredited program (see [www.abet.org](http://www.abet.org)).

3. When not specified, higher education above a labor category's minimum can be credited as years of experience as long as the higher degree is within the same required field of study as the minimum degree required. The following Educational credit applies: an MS or ME degree equals four (4) years of experience and a PhD degree equals five (5) years of experience.

4. Technology degrees do not qualify as Engineering or Physical Science Degrees.

5. Engineering Positions require Engineering degrees or written (vs. grandfathered) State PE License.

6. Service Contract Act (SCA) titles and reference numbers are in accordance with Contract Act Directory of Occupations (Fifth Edition), published in [www.dol.gov](http://www.dol.gov).

7. Applicable for Logistics Labor Categories only: DAWIA Certification for Contractors – Contractor personnel that do not have government DAWIA certification courses may demonstrate an equivalency in terms of academic degrees, courses completed, and experience as that of their counterparts in the DAWIA workforce. Equivalency for the following classes must be provided as follows: **Level 1** - (1) Fundamentals of Systems Acquisition Management, (2) Acquisition Logistics Fundamentals, (3) Systems Sustainment Management; **Level 2** – (1) Level 1 classes, (2) Intermediate Systems Acquisition, (3) Intermediate Acquisition Logistics, (4) Performance Based Logistics; **Level 3** – (1) Level 1 and 2 Classes, (2) Executive Life Cycle Logistics Management, (3) Reliability and Maintainability. Additional explanation of courses or requirements can be found at the Defense Acquisition University web site (<http://www.dau.mil/>).

8. –Applicable for IA/IW Labor Categories: Contractor personnel supporting IA functions shall be certified prior to performing IA related work and be in full compliance with DoD 8570.1-M and DoDD 8570.1. This includes personnel being certified/accredited at the appropriate levels of IAT I-III and IAM I-III as appropriate. This will be verified by the contracting officer who will ensure that contractor personnel are entered in to the Defense Eligibility Enrollment System (DEERS) or other appropriate database. Contractor personnel not certified IAW DoD 8570 within 6 months of assignment of IA duties or who fail to maintain their certified status will not be permitted to carry out the responsibilities of the position, and shall be replaced with an employee who does meet the minimum certification requirements as mandated above.

9. Applicable for Labor Categories providing Information Technology design and development support: In addition to educational requirements, Contract personnel shall be required to meet vendor/platform certification. The following lists the applicable contract labor categories with their corresponding

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minimum personnel qualifications.

10. Applicable for Team Lead positions identified below: In addition to the corresponding minimum personnel qualifications, team lead positions shall have the following additional experience requirements: Three years demonstrated ability to supervise, plan and lead

technical/engineering team in a technical area. Three years demonstrated ability in written and oral communications with one or more of: Sponsor/Command leadership (at a minimum GS-12, O-3, or equivalent); Site leadership (at a minimum GS-15, O-6, or equivalent).

### **1. Program Manager (KEY)**

**Education:** Bachelor's degree in Engineering, Physics, Physical Sciences, Zoology, Information Security, Mathematics, Management Information Systems, Business or Health Sciences Related Field.

**Experience:** Fifteen (15) years of technical experience in support of information assurance or computer network defense programs to include: Equipment Support, System Support, and Programmatic Support. Eight (8) years Program Management Experience, to include: Technology Assessments, Infrastructure Operations, Systems Analysis, Programmatic Support, Acquisition Planning, and Budget Planning. Five (5) years as manager of information assurance or computer network defense projects. Knowledge of Federal Acquisition Regulation (FAR) and DoD procurement policies and procedures.

### **2. Project Manager (KEY)**

**Education:** Bachelor of Sciences degree in engineering, physics, computer science, information security or other technically oriented curricula.

**Experience:** Ten years of engineering experience related to communication/computer/radar or similar systems. Five years demonstrated ability to supervise, plan and lead technical/engineering teams in multiple, complex task assignments involving diverse engineering disciplines and includes written and oral communications commensurate with management role.

-OR-

**Education:** No degree

**Experience:** Fourteen (14) years of engineering experience related to communication/computer/radar or similar systems. Five years demonstrated ability to supervise, plan and lead technical/engineering teams in multiple, complex task assignments involving diverse engineering disciplines and includes written and oral communications commensurate with management role. Designee shall have demonstrated experience in two or more of the following areas:

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- a. Documented background in Enterprise infrastructure system and operations management
- b. Service catalog management and service level agreement
- c. System Test and Evaluation, planning execution and management
- d. Hardware and software ECP Evaluation
- e. IA concepts and requirements development
- f. System and application requirements analysis, design, integration, development, application and testing.
- g. ILS planning and management
- h. Technical development product milestone scheduling

### **3. Administrative Assistant (SCA 01020)**

**Education:** Associate's Degree in Business or Computer Science.

**Experience:** Four (4) years of experience, to include: word processing, spreadsheet development, documenting management issues, financial analysis, data collection, report processing, brief preparation, read milestone schedules and send and receive emails. Two (2) years of work experience shall be within DoD. Note: Experience may be concurrent.

OR

**Education:** High School Diploma or GED.

**Experience:** Eight (8) years experience to include: word processing, spreadsheet development, documenting management issues, financial analysis, data collection, report processing, brief preparation, read milestone schedules and send and receive emails. Two (2) years of work experience shall be within DoD. Note: Experience may be concurrent.

### **4. Engineer/Scientist 5 (KEY)**

**Education:** BS degree in Engineering, Physics, Network Security, or Computer Science.

**Experience:** Fifteen (15) years of experience in Engineering, Systems Analysis, Medical Systems, Information Assurance, Web Development, or Engineering Management, to include: Technology Analysis and Assessment, Design Definition, Development of Systems Specification, Systems Analysis, Systems Architecture, Systems/Equipment Integration, Test & Evaluation Criteria, and Logistics support of C4ISR requirements. Must have managerial or supervisory experience in the information technology arena. Note: Experience may be concurrent. Advanced degrees substitute for experience as follows: Ph.D. – five (5) years of experience; MS – two (2) years of experience

### **5. Engineer/Scientist 4 (KEY)**

**Education:** BS degree in Engineering, Physics, Network Security, Information Systems or Computer Science.

**Experience:** Ten (10) years of experience in Engineering, Systems Analysis, Medical Systems, Information Assurance, Web Development, or Engineering Management to include: Technology Analysis and Assessment, Design Definition, Development of Systems Specification, Systems Analysis, Systems

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Architecture, Systems/Equipment Integration, Test & Evaluation Criteria, and Logistics support of C4ISR requirements. Five (5) years of technical experience in support of information assurance/network protection or virtualization projects. Note: Experience may be concurrent. Advanced degrees substitute for experience as follows: Ph.D. – five (5) years of experience; MS – two (2) years of experience

## **6. Engineer/Scientist 3**

**Education:** BS degree in Engineering, Physics, Network Security, Information Systems or Computer Science.

**Experience:** Six (6) years of experience in Engineering, Systems Analysis, Medical Systems, Information Assurance, Web Development, or Engineering Management to include: Systems Analysis, Systems Architecture, Systems/Equipment Support, Test and Evaluation, and Logistics support of C4ISR requirements. Three (3) years of technical experience in support of information assurance/network protection or virtualization projects. Note: Experience may be concurrent. Advanced degrees substitute for experience as follows: Ph.D. – five (5) years of experience; MS – two (2) years of experience

## **7. Engineer/Scientist 2**

**Education:** BS degree in Engineering, Physics, Network Security, Information Systems or Computer Science.

**Experience:** Three (3) years of experience in Engineering, Systems Analysis, Medical Systems, Information Assurance, Web Development, or Engineering Management to include: Systems/Equipment Support, and Test and Evaluation support of C4ISR requirements. One (1) year of technical experience in support of information assurance/network protection or virtualization projects. Note: Experience may be concurrent. Advanced degrees substitute for experience as follows: MS – two (2) years of experience

## **8. Subject Matter Expert (SME) 5 (KEY)**

**Education:** Technical Training in Information Assurance, Information Technology, Medical Systems, Network Design, Strategic Planning, and/or HIPAA law.

**Experience:** Eighteen (18) years of hands-on experience with Information Technology, to include three of the following areas: program management and strategic planning, Systems Requirements, HIPAA requirements, Medical Systems, Navy Medical, Operational Requirements, Enterprise Strategic Planning and operations, Test & Evaluation, and Training. Recognized expert who has demonstrated industry and public service leadership in one or more of: medical systems; FISMA; HIPAA law; advanced system architecture; hardware technologies; digital/analog communications technologies; applied physics; human factors engineering; computer simulation; electronic sensor technologies; and ERP. Four years experience demonstrating the ability to plan and lead a technical/engineering team in multiple, diverse engineering disciplines. Demonstrated experience in at least two of the following areas:

- a. Ability to plan and organize work and interact with technical and non-technical personnel translating user requirements into responsive applications.
- b. Demonstrated detailed knowledge of IA concepts and requirements.

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- c. Demonstrated comprehensive knowledge of DOD military specifications and standards.
- d. System design integration planning for multiple large-scale installations.
- e. Hardware and software Evaluation
- f. Application and System Assessments, planning execution and management.
- g. System requirements planning and oversight.
- h. Technical development product milestone scheduling.
- i. Demonstrated comprehensive knowledge of FISMA and HIPAA IA requirements.
- j. Information Security Management and Information Systems Audit.

#### **9. Subject Matter Expert (SME) 4 (KEY)**

**Education:** Technical Training in Information Assurance, Information Technology, Medical Systems, Network Design, Strategic Planning, and/or HIPAA law.

**Experience:** Fifteen years (15) of hands-on experience with Information Technology to include three of the following areas: Systems Requirements, project management and strategic planning, HIPAA requirements, Medical Systems, Operational Requirements, Enterprise Strategic Planning and operations, Unix/Linux system software, Test & Evaluation, and Training. Recognized expert who has demonstrated industry and public service leadership in one or more of: medical systems; advanced system architecture; information assurance; hardware technologies; digital/analog communications technologies; applied physics; human factors engineering; computer simulation; electronic sensor technologies; and ERP. Demonstrated experience in at least two of the following areas:

- k. Ability to plan and organize work and interact with technical and non-technical personnel translating user requirements into responsive applications.
- l. Demonstrated detailed knowledge of IA concepts and requirements.
- m. Demonstrated comprehensive knowledge of DOD military specifications and standards.
- n. System design integration planning for multiple large-scale installations.
- o. Hardware and software Evaluation
- p. System Test and Evaluation, planning execution and management.
- q. System requirements planning and oversight.
- r. Technical development product milestone scheduling.
- s. Understanding of FISMA and HIPAA IA requirements.

Information Security Management and Information Systems Audit.

#### **10. Subject Matter Expert (SME) 3**

**Education:** Technical Training in Information Assurance, Information Technology, Medical Systems, Network Design, Strategic Planning, and/or HIPAA law.

**Experience:** Twelve (12) years of hands-on experience with Information Technology to include three of the following areas: Systems Requirements, project management and strategic planning, HIPAA requirements, Medical Systems, Operational Requirements, Enterprise Strategic Planning and operations, Enterprise systems incident management, Test & Evaluation, and Training. Recognized expert who has demonstrated industry and public service leadership in one or more

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of: medical systems; advanced system architecture; information assurance; hardware technologies; digital/analog communications technologies; applied physics; human factors engineering; computer simulation; electronic sensor technologies; and ERP. Demonstrated experience in at least two of the following areas:

- t. Ability to plan and organize work and interact with technical and non-technical personnel translating user requirements into responsive applications.
- u. Demonstrated detailed knowledge of IA concepts and requirements.
- v. Demonstrated comprehensive knowledge of DOD military specifications and standards.
- w. System design integration planning for multiple large-scale installations.
- x. Hardware and software Evaluation
- y. System Test and Evaluation, planning execution and management.
- z. System requirements planning and oversight.
- aa. Technical development product milestone scheduling.
- ab. Understanding of FISMA and HIPAA IA requirements.

Information Security Management and Information Systems Audit.

## **11. Subject Matter Expert (SME) 2**

**Education:** Technical Training in Information Assurance, Information Technology, Medical Systems, Network Design, Strategic Planning, and/or HIPAA law.

**Experience:** Ten (10) years of hands-on experience with "Specific Projects", to include three (3) of the following four (4) areas: Systems Requirements, Operational Requirements, Test & Evaluation, and Training. Recognized expert who has demonstrated industry and public service leadership in "Relevant Technical Field" Ten (10) years of hands-on experience with Information Technology to include three of the following areas: Systems Requirements, project management and strategic planning, HIPAA requirements, Medical Systems, Operational Requirements, Enterprise Strategic Planning and operations, Unix/Linux system software, Test & Evaluation, and Training. Recognized expert who has demonstrated industry and public service leadership in one or more of: medical systems; advanced system architecture; information assurance; hardware technologies; digital/analog communications technologies; applied physics; human factors engineering; computer simulation; electronic sensor technologies; and ERP. Demonstrated experience in at least two of the following areas:

- ac. Ability to plan and organize work and interact with technical and non-technical personnel translating user requirements into responsive applications.
- ad. Demonstrated detailed knowledge of IA concepts and requirements.
- ae. Demonstrated comprehensive knowledge of DOD military specifications and standards.
- af. System design integration planning for multiple large-scale installations.
- ag. Hardware and software Evaluation
- ah. System Test and Evaluation, planning execution and management.
- ai. System requirements planning and oversight.
- aj. Technical development product milestone scheduling.
- ak. Understanding of FISMA and HIPAA IA requirements.

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Information Security Management and Information Systems Audit.

## 12. Technical Writer/Editor 2

**Education:** BA degree in English, Journalism, or Technical Writing.

**Experience:** Five (5) years of experience in the "*Relevant Technical Field*", to include: writing technical documentation, procedures and guidelines for C4ISR systems or equipment.

## 13. Technical Writer/Editor 3

**Education:** BA degree in English, Journalism, or Technical Writing.

**Experience:** Ten (10) years of experience in the "*Relevant Technical Field*", to include: writing/editing technical documentation, procedures and guidelines for C4ISR systems or equipment.

## 14. Security Specialist 1

**Education:** Associate's Degree.

**Experience:** One (1) year of experience, to include: applicable security discipline principles, practices, and procedures.

## 15. Safety Specialist 1

**Education:** Associate's Degree.

**Experience:** One (1) year of experience working with safety principles/practices/ procedures.

## 16. Management Analyst 3

**Education:** Bachelor's degree in "*Relevant Technical Field*" or "*Additional Acceptable Degree Fields*".

**Experience:** Six (6) years of Contract Management experience, to include: Development of Program Acquisition Documentation, Development of Testing Criteria, Development of Corrective Action Systems, Development of Program Monitoring Approach (e.g. PERT, CPM, EVM), Analysis of Programs Health, Data Collection and Analysis, Development of Cost Estimates, and Development of Program Status Reports. Comprehensive knowledge of Federal Acquisition Regulation (FAR) and DoD procurement policies and procedures.

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(a) The offeror agrees to assign to this contract those key personnel listed in paragraph (d) below. The contractor No substitutions will be made except in accordance with this clause.

(b) The offeror agrees that during the first 90 days of the contract performance period no personnel substitutions will be permitted unless such substitutions are necessitated by an individual's sudden illness, death or termination of employment. In any of these events, the contractor shall promptly notify the Contracting Officer and provide the information required by paragraph (c) below. After the initial 90-day period, all proposed substitutions must be submitted in writing, at least fifteen (15) days (thirty (30) days if a security clearance is to be obtained) in advance of the proposed substitutions to the contracting officer. The contractor shall provide any substitution requests in accordance with paragraph (c) below.

(c) All requests for approval of substitutions under this contract must be in writing and a detailed explanation of the circumstances necessitating the proposed substitutions. They must contain a complete resume for the proposed substitute or addition, and any other information requested by the Contracting Officer or needed by him to approve or disapprove the proposed substitutions. All substitutions proposed during the duration of this contract must have qualifications of the person being replaced. The Contracting Officer or his authorized representative will evaluate such requests and promptly notify the contractor of his approval or disapproval thereof in writing.

(d) List of Key Personnel

**\*to be determined at time of award**

#	*NAME	Labor Category
1		Program Manager
2		Project Manager
3		Engineer/Scientist 5 lead
4		Engineer/Scientist 4, lead
5		Subject Matter Expert 5, lead
6		Subject Matter Expert 4, lead
7		Subject Matter Expert 3, lead

After contract award, the contractor shall be responsible for tracking and maintaining the Key Personnel list which is part of the monthly Task Order Status Report.

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(e) If the Contracting Officer determines that suitable and timely replacement of key personnel who have been reassigned, terminated or have otherwise become unavailable for the contract work is not reasonably forthcoming or that the resultant reduction of productive effort would be so substantial as to impair the successful completion of the contract or the service order, the contract may be terminated by the Contracting Officer for default or for the convenience of the Government, as appropriate. In addition, if the Contractor is found at fault for the condition, the Contracting Officer may elect to equitably decrease the contract price or fixed fee to compensate the Government for any resultant delay, loss or damage. The contractor's ability to manage, provide, and/or maintain sufficient key personnel will be evaluated in the annual government Contractor Performance Assessment Report (CPAR) rating.

(f) To request personnel be added to a labor category, the offeror shall employ the procedures outlined in paragraph (c) above. Adding personnel will only be permitted in the event of an indefinite quantity contract, where the Government has issued a delivery order for labor hours that would exceed a normal forty hour week if performed only by the number of employees originally proposed.

(End of clause)

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## **SECTION D PACKAGING AND MARKING**

All Deliverables shall be packaged and marked IAW Best Commercial Practice.

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## SECTION E INSPECTION AND ACCEPTANCE

Inspection and acceptance of the services to be furnished hereunder shall be made at destination by the COR.

### CLAUSES INCORPORATED BY REFERENCE

52.246-5 Inspection Of Services Cost-Reimbursement APR 1984

CLIN	INSPECT AT	INSPECT BY	ACCEPT AT	ACCEPT BY
7001	Destination	Government	Destination	Government
7101	Destination	Government	Destination	Government
7201	Destination	Government	Destination	Government
For ODC	Items:			
9001	Destination	Government	Destination	Government
9101	Destination	Government	Destination	Government
9201	Destination	Government	Destination	Government

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## SECTION F DELIVERABLES OR PERFORMANCE

The periods of performance for the following Items are as follows:

7001	9/25/2018 - 9/24/2019
9001	9/25/2019 - 9/24/2020

### CLIN - DELIVERIES OR PERFORMANCE

The periods of performance for the following Items are as follows:

7001 Date of Contract Award - 365 Days after contract award

9001 Date of Contract Award - 365 Days after contract award

7101 One year commencing from date of expiration of the previous performance period

9101 One year commencing from date of expiration of the previous performance period

7201 One year commencing from date of expiration of the previous performance period

9201 One year commencing from date of expiration of the previous performance period

Services to be performed hereunder will be provided at (Government and Contractor facilities in accordance with Section C)

The above periods of performance for the option(s) to extend the term of the task order shall apply only if the Government exercises the option(s) as stated in Section B in accordance with the task order clause at FAR 52.217-9 "Option to Extend the Term of the Contract".

### CLAUSES INCORPORATED BY REFERENCE

52.242-15 Stop-Work Order AUG 1989

52.242-15 Alt I Stop-Work Order (Aug 1989) - Alternate I APR 1984

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## SECTION G CONTRACT ADMINISTRATION DATA

The SPAWAR Atlantic Ombudsman is Robin Rourk, (843) 218-5115.

### **252.204-0002 Line Item Specific: Sequential ACRN Order. (SEP 2009)**

The payment office shall make payment in sequential ACRN order within the line item, exhausting all funds in the previous ACRN before paying from the next ACRN using the following sequential order: Alpha/Alpha; Alpha/numeric; numeric/alpha; and numeric/numeric.

### **252.204-7006 BILLING INSTRUCTIONS (OCT 2005)**

When submitting a request for payment, the Contractor shall—

- a. Identify the contract line item(s) on the payment request that reasonably reflect contract work performance; and
- b. Separately identify a payment amount for each contract line item included in the payment request.

### **252.232-7006 Wide Area WorkFlow Payment Instructions (MAY 2013)**

(a) *Definitions.* As used in this clause—

“Department of Defense Activity Address Code (DoDAAC)” is a six position code that uniquely identifies a unit, activity, or organization.

“Document type” means the type of payment request or receiving report available for creation in Wide Area WorkFlow (WAWF).

“Local processing office (LPO)” is the office responsible for payment certification when payment certification is done external to the entitlement system.

(b) *Electronic invoicing.* The WAWF system is the method to electronically process vendor payment requests and receiving reports, as authorized by DFARS [252.232-7003](#), Electronic Submission of Payment Requests and Receiving Reports.

(c) *WAWF access.* To access WAWF, the Contractor shall—

(1) Have a designated electronic business point of contact in the System for Award Management at <https://www.acquisition.gov>; and

(2) Be registered to use WAWF at <https://wawf.eb.mil/> following the step-by-step procedures for self-registration available at this web site.

(d) *WAWF training.* The Contractor should follow the training instructions of the WAWF Web-Based Training Course and use the Practice Training Site before submitting payment requests through WAWF. Both can be accessed by selecting the “Web Based Training” link on the WAWF home page at <https://wawf.eb.mil/>

(e) *WAWF methods of document submission.* Document submissions may be via web entry, Electronic Data Interchange, or File Transfer Protocol.

(f) *WAWF payment instructions.* The Contractor must use the following information when submitting payment requests and receiving reports in WAWF for this contract/order:

(1) *Document type.* The Contractor shall use the following document type(s).

**\*Combo\***

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*Note: If a “Combo” document type is identified but not supportable by the Contractor’s business systems, an “Invoice” (stand-alone) and “Receiving Report” (stand-alone) document type may be used instead.)*

(2) *Inspection/acceptance location.* The Contractor shall select the following inspection/acceptance location(s) in WAWF, as specified by the contracting officer.

N65236

(3) *Document routing.* The Contractor shall use the information in the Routing Data Table below only to fill in applicable fields in WAWF when creating payment requests and receiving reports in the system.

Routing Data Table\*

<i>Field Name in WAWF</i>	<i>Data to be entered in WAWF</i>
Pay Official DoDAAC	HQ0338
Issue By DoDAAC	N65236
Admin DoDAAC	N65236
Inspect By DoDAAC	N65236
Ship To Code	N65236
Ship From Code	N/A
Mark For Code	N65236
Service Approver (DoDAAC)	S2101A
Service Acceptor (DoDAAC)	N/A
Accept at Other DoDAAC	N/A
LPO DoDAAC	N65236
DCAA Auditor DoDAAC	N65236
Other DoDAAC(s)	N/A

(4) *Payment request and supporting documentation.* The Contractor shall ensure a payment request includes appropriate contract line item and subline item descriptions of the work performed or supplies delivered, unit price/cost per unit, fee (if applicable), and all relevant back-up documentation, as defined in DFARS Appendix F, (e.g. timesheets) in support of each payment request.

(5) *WAWF email notifications.* The Contractor shall enter the e-mail address identified below in the “Send Additional Email Notifications” field of WAWF once a document is submitted in the system.

(b)(6), Email: (b)(6) Phone: 843-218 (b)(6), Role: COR

(g) *WAWF point of contact.*

(1) The Contractor may obtain clarification regarding invoicing in WAWF from the following contracting activity’s WAWF point of contact.

(b)(6)

(b)(6)

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(2) For technical WAWF help, contact the WAWF helpdesk at 866-618-5988.

(End of clause)

#### **5252.201-9201 Designation of Contracting Officer's Representative (Mar 2006)**

- a. The Contracting Officer hereby appoints the following individual as Contracting Officer's Representative(s) (COR) for this task order:

#### **CONTRACTING OFFICER REPRESENTATIVE**

Name: (b)(6)

Code: 59540

Address: Space and Naval Warfare Systems Center Atlantic

PO Box 190022

North Charleston, SC 29419-9022

Phone Number: 843-218-(b)(6)

E-mail: (b)(6)

b. It is emphasized that only the Contracting Officer has the authority to modify the terms of the task order, therefore, in no event will any understanding agreement, modification, change order, or other matter deviating from the terms of the basic contract between the Contractor and any other person be effective or binding on the Government. When/If, in the opinion of the Contractor, an effort outside the existing scope of the contract is requested, the Contractor shall promptly notify the PCO in writing. No action shall be taken by the Contractor unless the Procuring Contracting Officer (PCO) or the Administrative Contracting Officer (ACO) has issued a contractual change.

#### **5252.216-9210 TYPE OF CONTRACT (DEC 1999)**

This is a **Cost Plus Fixed- Fee, Level of Effort, and Cost** task order.

#### **5252.232-9206 SEGREGATION OF COSTS (DEC 2003)**

- a. The Contractor agrees to segregate costs incurred under this task order at the lowest level of performance, either task or subtask, rather than on a total task order basis, and to submit invoices reflecting costs incurred at that level. Invoices shall contain summaries of work charged during the period covered, as well as overall cumulative summaries by labor category for all work invoiced to date, by line item, task, or subtask.
- b. Where multiple lines of accounting are present, the ACRN preceding the accounting citation will be found in Section G, Accounting Data. Payment of Contractor invoices shall be accomplished only by charging the ACRN that corresponds to the work invoiced.
- c. Except when payment requests are submitted electronically as specified in the clause at DFARS 252.232-7003, Electron Submission of Payment Requests, one copy of each invoice or voucher will be provided, at the time of submission to DCAA

1. to the Contracting Officer's Representative or the Technical Representative of the Contracting Officer and

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# 5252.232.9400 LIMITATION OF LIABILITY- INCREMENTAL FUNDING (JAN 1992)

This TASK order is incrementally funded and the amount currently available for payment hereunder is limited to \$422,544.10 inclusive of fee. It is estimated that these funds will cover the cost of performance through 30 SEPT 2018. Subject to the provision of the clause entitled Limitation of Funds (FAR 52.232-22) of the general provisions of this contract, no legal liability on the part of the Government for payment in excess of \$422,544.10 shall arise unless additional funds are made available and are incorporated as a modification to the TASK order.

<u>Estimated CPFF Base Year</u>	<u>Total Funded Amount</u>	<u>Unfunded Amount</u>
\$23,413,429.78	\$422,544.10	\$22,990,885.68

The contractor shall cite on each invoice/voucher, in addition to all other requirements of this contract/order, the contract line item number (CLIN); the contract subline item number (SLIN) and accounting classification reference number (ACRN) for the portion, or portions of work being billed as specified in the contract or delivery order. For each ACRN on the invoice/voucher, the contractor shall identify the amount being billed against that ACRN.

## Accounting Data

SLINID	PR Number	Amount
700101	130061018600002	(b)(4)
LLA :		
AA 9780130 1884 010 10104 0 080779 3 257.31 HT000371818 2 044226		
Standard Number: HT0003718182		
ACRN AA: Labor for PWS		
PR: 1300610186-0001		
FUND DOC: HT0003718182		
NWA: 100001291179 0060		
700102	130061018600004	(b)(4)
LLA :		
AB 9780130 1884 010 10104 0 080779 3 257.31 044226 HT00 03819662 044226		
Standard Number: HT0003819662		
ACRN AB: Labor for PWS		
PR: 1300610186-0001		
FUND DOC: HT0003819662		
NWA: 100001343956 0060		
900101	130061018600003	(b)(4)
LLA :		
AA 9780130 1884 010 10104 0 080779 3 257.31 HT000371818 2 044226		
Standard Number: HT0003718182		
ACRN AA: ODCs for PWS		
PR: 1300610186-0001		
FUND DOC: HT0003718182		
NWA: 100001291179 0060		
900102	130061018600005	(b)(4)
LLA :		
AB 9780130 1884 010 10104 0 080779 3 257.31 044226 HT00 03819662 044226		
Standard Number: HT0003819662		
ACRN AB: ODCs for PWS		
PR: 1300610186-0001		
FUND DOC: HT0003819662		
NWA: 100001343956 0060		
BASE Funding 422544.10		
Cumulative Funding 422544.10		

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## SECTION H SPECIAL CONTRACT REQUIREMENTS

### 5252.204-9202 CONTRACTOR PICTURE BADGE (JUL 2013)

- (a) A contractor picture badge may be issued to contractor personnel by the SPAWARSYSCEN Atlantic upon receipt of a valid visit request from the Contractor and a picture badge request from the COR. A list of personnel requiring picture badges must be provided to the COR to verify that the task order authorizes performance at SPAWARSYSCEN Atlantic prior to completion of the picture badge request.
- (b) The contractor assumes full responsibility for the proper use of the identification badge and shall be responsible for the return of the badge upon termination of personnel or expiration or completion of the task order.
- (c) At the completion of the task order, the contractor shall forward to SPAWARSYSCEN Atlantic a list of all unreturned badges with a written explanation of any missing badges.

### NAVSEA 5252.216-9122 -- LEVEL OF EFFORT (DEC 2000)

- (a) The Contractor agrees to provide the total level of effort specified in the next sentence in performance of the work described in Sections B and C of this task order. The total level of effort for the performance of this task order shall be (b)(4) total man hours for the base year, (b)(4) total man hours for Option Year one, and (b)(4) total man hours for Option Year Two of direct labor, including subcontractor direct labor for those subcontractors specifically identified in the Contractor's proposal as having hours included in the proposed level of effort.
- (b) Of the total man-hours of direct labor set forth above, it is estimated that zero (0) man-hours are uncompensated effort. Uncompensated effort is defined as hours provided by personnel in excess of 40 hours per week without additional compensation for such excess work. All other effort is defined as compensated effort. If no effort is indicated in the first sentence of this paragraph, uncompensated effort performed by the Contractor shall not be counted in fulfillment of the level of effort obligations under this task order.
- (c) Effort performed in fulfilling the total level of effort obligations specified above shall only include effort performed in direct support of this task order and shall not include time and effort expended on such things as (local travel to and from an employee's usual work location), uncompensated effort while on travel status, truncated lunch periods, work (actual or inferred) at an employee's residence or other non-work locations (except as provided in paragraph (j) below), or other time and effort which does not have a specific and direct contribution to the tasks described in Sections B and C.
- (d) The level of effort for this task order shall be expended at an average rate of approximately 665 hours per week. It is understood and agreed that the rate of man-hours per month may fluctuate in pursuit of the technical objective, provided such fluctuation does not result in the use of the total man-hours of effort prior to the expiration of the term hereof, except as provided in the following paragraph.
- (e) If, during the term hereof, the Contractor finds it necessary to accelerate the expenditure of direct labor to such an extent that the total man-hours of effort specified above would be used prior to the expiration of the term, the Contractor shall notify the Contracting Officer in writing setting forth the acceleration required, the probable benefits which would result, and an offer to undertake the acceleration at no increase in the estimated cost or fee together with an offer, setting forth a proposed level of effort, cost breakdown, and proposed fee, for continuation of the work until expiration of the term hereof. The offer shall provide that the work proposed will be subject to the terms and conditions of this task order and any additions or changes required by then current law, regulations, or directives, and that the offer, with a written notice of acceptance by the Contracting Officer, shall constitute a

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(f) The Contracting Officer may, by written order, direct the Contractor to accelerate the expenditure of direct labor such that the total man-hours of effort specified in paragraph (a) above would be used prior to the expiration of the term. This order shall specify the acceleration required and the resulting revised term. The Contractor shall acknowledge this order within five days of receipt.

(g) If the total level of effort specified in paragraph (a) above is not provided by the Contractor during the period of this task order, the Contracting Officer, at its sole discretion, shall either (i) reduce the fee of this task order as follows:

$$\text{Fee Reduction} = \frac{\text{Fee (Required LOE - Expended LOE)}}{\text{Required LOE}}$$

or (ii) subject to the provisions of the clause of this task order entitled "LIMITATION OF COST" (FAR 52.232-20) or "LIMITATION OF COST (FACILITIES)" (FAR 52.232-21), as applicable, require the Contractor to continue to perform the work until the total number of man-hours of direct labor specified in paragraph (a) above shall have been expended, at no increase in the fee of this task order.

(h) The Contractor shall provide and maintain an accounting system, acceptable to the Administrative Contracting Officer and the Defense Contract Audit Agency (DCAA), which collects costs incurred and effort (compensated and uncompensated, if any) provided in fulfillment of the level of effort obligations of this task order. The Contractor shall indicate on each invoice the total level of effort claimed during the period covered by the invoice, separately identifying compensated effort and uncompensated effort, if any.

(i) Within 45 days after completion of the work under each separately identified period of performance hereunder, the Contractor shall submit the following information in writing to the Contracting Officer with copies to the cognizant Contract Administration Office and to the DCAA office to which vouchers are submitted: (1) the total number of man-hours of direct labor expended during the applicable period; (2) a breakdown of this total showing the number of man-hours expended in each direct labor classification and associated direct and indirect costs; (3) a breakdown of other costs incurred; and (4) the Contractor's estimate of the total allowable cost incurred under the task order for the period. Within 45 days after completion of the work under the task order, the Contractor shall submit, in addition, in the case of a cost underrun; (5) the amount by which the estimated cost of this task order may be reduced to recover excess funds and, in the case of an underrun in hours specified as the total level of effort; and (6) a calculation of the appropriate fee reduction in accordance with this clause. All submissions shall include subcontractor information.

(j) Unless the Contracting Officer determines that alternative worksite arrangements are detrimental to task order performance, the Contractor may perform up to 25% of the hours at an alternative worksite, provided the Contractor has a company-approved alternative work plan. The primary worksite is the traditional "main office" worksite. An alternative worksite means an employee's residence or a telecommuting center. A telecommuting center is a geographically convenient office setting as an alternative to an employee's main office. The Government reserves the right to review the Contractor's alternative worksite plan. In the event performance becomes unacceptable, the Contractor will be prohibited from counting the hours performed at the alternative worksite in fulfilling the total level of effort obligations of the task order. Regardless of work location, all contract terms and conditions, including security requirements and labor laws, remain in effect. The Government shall not incur any additional cost nor provide additional equipment for task order performance as a result of the Contractor's election to implement an alternative worksite plan.

(k) Notwithstanding any of the provisions in the above paragraphs, the Contractor may furnish man-hours up to five percent in excess of the total man-hours specified in paragraph (a) above, provided that the additional effort is furnished within the term hereof, and provided further that no increase in the estimated cost or fee is required.

**5252.231-9200 REIMBURSEMENT OF TRAVEL COSTS (JAN 2006)--ALTERNATE II (SEP 2001)**

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(a) Contractor Request and Government Approval of Travel

Any travel under this task order must be specifically requested in writing, by the contractor prior to incurring any travel costs. If this task order is a definite or indefinite delivery contract, then the written Government authorization will be by task/delivery orders issued by the Ordering Officer or by a modification to an issued task/delivery order. If this task order is not a definite or indefinite delivery contract, then the written Government authorization will be by written notice of approval from the Contracting Officer's Representative (COR). The request shall include as a minimum, the following:

- (1) Contract number
- (2) Date, time, and place of proposed travel
- (3) Purpose of travel and how it relates to the contract
- (4) Contractor's estimated cost of travel
- (5) Name(s) of individual(s) traveling and;
- (6) A breakdown of estimated travel and per diem charges.

The contractor shall submit the travel request in writing to the Contracting Officer's Representative (COR). The COR shall review and approve/disapprove (as appropriate) all travel requests submitted giving written notice of such approval or disapproval to the contractor.

(b) General

(1) The costs for travel, subsistence, and lodging shall be reimbursed to the contractor only to the extent that it is necessary and authorized for performance of the work under this task order. The costs for travel, subsistence, and lodging shall be reimbursed to the contractor in accordance with the Federal Acquisition Regulation (FAR) 31.205-46, which is incorporated by reference into this task order. As specified in FAR 31.205-46(a) (2), reimbursement for the costs incurred for lodging, meals and incidental expenses (as defined in the travel regulations cited subparagraphs (b)(1)(i) through (b)(1)(iii) below) shall be considered to be reasonable and allowable only to the extent that they do not exceed on a daily basis the maximum per diem rates in effect at the time of travel as set forth in the following:

- (i) Federal Travel Regulation prescribed by the General Services Administration for travel in the contiguous 48 United States;
- (ii) Joint Travel Regulation, Volume 2, DoD Civilian Personnel, Appendix A, prescribed by the Department of Defense for travel in Alaska, Hawaii, The Commonwealth of Puerto Rico, and the territories and possessions of the United States; or
- (iii) Standardized Regulations, (Government Civilians, Foreign Areas), Section 925, "Maximum Travel Per Diem Allowances in Foreign Areas" prescribed by the Department of State, for travel in areas not covered in the travel regulations cited in subparagraphs (b)(1)(i) and (b)(1)(ii) above.

(2) Personnel in travel status from and to the contractor's place of business and designated work site or vice versa, shall be considered to be performing work under the task order, and contractor shall bill such travel time at the straight (regular) time rate; however, such billing shall not exceed eight hours per person for any one person while in travel status during one calendar day.

(c) Per Diem

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(1) The contractor shall not be paid per diem for contractor personnel who reside in the metropolitan area in which the tasks are being performed. Per diem shall not be paid on services performed at contractor's home facility and at any facility required by the task order, or at any location within a radius of 50 miles from the contractor's home facility and any facility required by this task order.

(2) Costs for subsistence and lodging shall be paid to the contractor only to the extent that overnight stay is necessary and authorized in writing by the Government for performance of the work under this task order per paragraph (a). When authorized, per diem shall be paid by the contractor to its employees at a rate not to exceed the rate specified in the travel regulations cited in FAR 31.205-46(a)(2) and authorized in writing by the Government. The authorized per diem rate shall be the same as the prevailing locality per diem rate.

(3) Reimbursement to the contractor for per diem shall be limited to payments to employees not to exceed the authorized per diem and as authorized in writing by the Government per paragraph (a). Fractional parts of a day shall be payable on a prorated basis for purposes of billing for per diem charges attributed to subsistence on days of travel. The departure day from the Permanent Duty Station (PDS) and return day to the PDS shall be 75% of the applicable per diem rate. The contractor shall retain supporting documentation for per diem paid to employees as evidence of actual payments, as required by the FAR 52.216-7 "Allowable Cost and Payment" clause of the contract.

(d) Transportation

(1) The contractor shall be paid on the basis of actual amounts paid to the extent that such transportation is necessary for the performance of work under the task order and is authorized in writing by the Government per paragraph (a).

(2) The contractor agrees, in the performance of necessary travel, to use the lowest cost mode commensurate with the requirements of the mission and in accordance with good traffic management principles. When it is necessary to use air or rail travel, the contractor agrees to use coach, tourist class or similar accommodations to the extent consistent with the successful and economical accomplishment of the mission for which the travel is being performed. Documentation must be provided to substantiate non-availability of coach or tourist if business or first class is proposed to accomplish travel requirements.

(3) When transportation by privately owned conveyance (POC) is authorized, the contractor shall be paid on a mileage basis not to exceed the applicable Government transportation rate specified in the travel regulations cited in FAR 31.205-46(a)(2) and is authorized in writing by the Government per paragraph (a).

(4) When transportation by privately owned (motor) vehicle (POV) is authorized, required travel of contractor personnel, that is not commuting travel, may be paid to the extent that it exceeds the normal commuting mileage of such employee. When an employee's POV is used for travel between an employee's residence or the Permanent Duty Station and one or more alternate work sites within the local area, the employee shall be paid mileage for the distance that exceeds the employee's commuting distance.

(5) When transportation by a rental automobile, other special conveyance or public conveyance is authorized, the contractor shall be paid the rental and/or hiring charge and operating expenses incurred on official business (if not included in the rental or hiring charge). When the operating expenses are included in the rental or hiring charge, there should be a record of those expenses available to submit with the receipt. Examples of such operating expenses include: hiring charge (bus, streetcar or subway

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fares), gasoline and oil, parking, and tunnel tolls.

(6) Definitions:

(i) “Permanent Duty Station” (PDS) is the location of the employee’s permanent work assignment (i.e., the building or other place where the employee regularly reports for work.

(ii) “Privately Owned Conveyance” (POC) is any transportation mode used for the movement of persons from place to place, other than a Government conveyance or common carrier, including a conveyance loaned for a charge to, or rented at personal expense by, an employee for transportation while on travel when such rental conveyance has not been authorized/approved as a Special Conveyance.

(iii) “Privately Owned (Motor) Vehicle (POV)” is any motor vehicle (including an automobile, light truck, van or pickup truck) owned by, or on a long-term lease (12 or more months) to, an employee or that employee’s dependent for the primary purpose of providing personal transportation, that:

(a) is self-propelled and licensed to travel on the public highways;

(b) is designed to carry passengers or goods; and

(c) *has four or more wheels or is a motorcycle or moped.*

(iv) “Special Conveyance” is commercially rented or hired vehicles other than a POC and other than those owned or under contract to an agency.

(v) “Public Conveyance” is local public transportation (e.g., bus, streetcar, subway, etc) or taxicab.

(iv) “Residence” is the fixed or permanent domicile of a person that can be reasonably justified as a bona fide residence.

EXAMPLE 1: Employee’s one way commuting distance to regular place of work is 7 miles. Employee drives from residence to an alternate work site, a distance of 18 miles. Upon completion of work, employee returns to residence, a distance of 18 miles.

*In this case, the employee is entitled to be reimbursed for the distance that exceeds the normal round trip commuting distance (14 miles). The employee is reimbursed for 22 miles ( $18 + 18 - 14 = 22$ ).*

EXAMPLE 2: Employee’s one way commuting distance to regular place of work is 15 miles. Employee drives from residence to an alternate work site, a distance of 5 miles. Upon completion of work, employee returns to residence, a distance of 5 miles.

*In this case, the employee is not entitled to be reimbursed for the travel performed (10 miles), since the distance traveled is less than the commuting distance (30 miles) to the regular place of work.*

EXAMPLE 3: Employee’s one way commuting distance to regular place of work is 15 miles. Employee drives to regular place of work. Employee is required to travel to an alternate work site, a distance of 30 miles. Upon completion of work, employee returns to residence, a distance of 15 miles.

*In this case, the employee is entitled to be reimbursed for the distance that exceeds the normal round trip commuting distance (30 miles). The employee is reimbursed for 30 miles ( $15 + 30 + 15 - 30 = 30$ ).*

EXAMPLE 4: Employee’s one way commuting distance to regular place of work is 12 miles. In the morning the employee drives to an alternate work site (45 miles). In the afternoon the employee returns

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to the regular place of work (67 miles). After completion of work, employee returns to residence, a distance of 12 miles.

*In this case, the employee is entitled to be reimbursed for the distance that exceeds the normal round trip commuting distance (24 miles). The employee is reimbursed for 100 miles ( $45 + 67 + 12 - 24 = 100$ ).*

EXAMPLE 5: Employee's one way commuting distance to regular place of work is 35 miles. Employee drives to the regular place of work (35 miles). Later, the employee drives to alternate work site #1 (50 miles) and then to alternate work site #2 (25 miles). Employee then drives to residence (10 miles).

*In this case, the employee is entitled to be reimbursed for the distance that exceeds the normal commuting distance (70 miles). The employee is reimbursed for 50 miles ( $35 + 50 + 25 + 10 - 70 = 50$ ).*

EXAMPLE 6: Employee's one way commuting distance to regular place of work is 20 miles. Employee drives to the regular place of work (20 miles). Later, the employee drives to alternate work site #1 (10 miles) and then to alternate work site #2 (5 miles). Employee then drives to residence (2 miles).

*In this case, the employee is not entitled to be reimbursed for the travel performed (37 miles), since the distance traveled is less than the commuting distance (40 miles) to the regular place of work.*

#### **5252.237-9602 CONTRACTOR IDENTIFICATION (MAY 2004)**

a. Contractor employees must be clearly identifiable while on Government property by wearing appropriate badges.

b. Contractor personnel and their subcontractors must identify themselves as contractors or subcontractors during meetings, telephone conversations, in electronic messages, or correspondence related to this task order.

c. Contractor-occupied facilities (on Department of the Navy or other Government installations) such as offices, separate rooms, or cubicles must be clearly identified with Contractor supplied signs, name plates or other identification, showing that these are work areas for Contractor or subcontractor personnel.

#### **5252.227-9207 LIMITED RELEASE OF CONTRACTOR CONFIDENTIAL BUSINESS INFORMATION (APRIL 2010)**

(a) Definition.

“Confidential Business Information,” (Information) as used in this clause, is defined as all forms and types of financial, business, economic or other types of information other than technical data or computer software/computer software documentation, whether tangible or intangible, and whether or how stored, compiled, or memorialized physically, electronically, graphically, photographically, or in writing if -- (1) the owner thereof has taken reasonable measures to keep such Information secret, and (2) the Information derives independent economic value, actual or potential from not being generally known to, and not being readily ascertainable through proper means by, the public. Information does not include technical data, as that term is defined in DFARS 252.227-7013(a)(14), 252.227-7015(a)(4), and 252.227-7018(a)(19). Similarly, Information does not include computer software/computer software documentation, as those terms are defined in DFARS 252.227-7014(a)(4) and 252.227-7018(a)(4).

(b) The Space and Naval Warfare Systems Command (SPAWAR) may release to individuals employed by SPAWAR support contractors and their subcontractors Information submitted by the contractor or its subcontractors pursuant to the provisions of this task order. Information that would ordinarily be entitled

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to confidential treatment may be included in the Information released to these individuals. Accordingly, by submission of a proposal or execution of this task order, the offeror or contractor and its subcontractors consent to a limited release of its Information, but only for purposes as described in paragraph (c) of this clause.

(c) Circumstances where SPAWAR may release the contractor's or subcontractors' Information include the following:

(1) To other SPAWAR contractors and subcontractors, and their employees tasked with assisting SPAWAR in handling and processing Information and documents in the administration of SPAWAR contracts, such as file room management and contract closeout; and,

(2) To SPAWAR contractors and subcontractors, and their employees tasked with assisting SPAWAR in accounting support services, including access to cost-reimbursement vouchers.

(d) SPAWAR recognizes its obligation to protect the contractor and its subcontractors from competitive harm that could result from the release of such Information. SPAWAR will permit the limited release of Information under paragraphs (c)(1) and (c)(2) only under the following conditions:

(1) SPAWAR determines that access is required by other SPAWAR contractors and their subcontractors to perform the tasks described in paragraphs (c)(1) and (c)(2);

(2) Access to Information is restricted to individuals with a bona fide need to possess;

(3) Contractors and their subcontractors having access to Information have agreed under their contract or a separate corporate non-disclosure agreement to provide the same level of protection to the Information that would be provided by SPAWAR employees. Such contract terms or separate corporate non-disclosure agreement shall require the contractors and subcontractors to train their employees on how to properly handle the Information to which they will have access, and to have their employees sign company non disclosure agreements certifying that they understand the sensitive nature of the Information and that unauthorized use of the Information could expose their company to significant liability. Copies of such employee non disclosure agreements shall be provided to the Government;

(4) SPAWAR contractors and their subcontractors performing the tasks described in paragraphs (c)(1) or (c)(2) have agreed under their contract or a separate non-disclosure agreement to not use the Information for any purpose other than performing the tasks described in paragraphs (c)(1) and (c)(2); and,

(5) Before releasing the Information to a non-Government person to perform the tasks described in paragraphs (c)(1) and (c)(2), SPAWAR shall provide the contractor a list of the company names to which access is being granted, along with a Point of Contact for those entities.

(e) SPAWAR's responsibilities under the Freedom of Information Act are not affected by this clause.

(f) The contractor agrees to include, and require inclusion of, this clause in all subcontracts at any tier that requires the furnishing of Information.

#### **5252.209-9206 EMPLOYMENT OF NAVY PERSONNEL RESTRICTED (DEC 1999)**

In performing this task order, the Contractor will not use as a consultant or employ (on either a full or part-time basis) any active duty Navy personnel (civilian or military) without the prior approval of the Contracting Officer. Such approval may be given only in circumstances where it is clear that no law and no DOD or Navy instructions, regulations, or policies might possibly be contravened and no appearance of a conflict of interest will result.



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(b) The parties contemplate that the Government will allot additional amounts to this task order from time to time for the incrementally funded CLINs/SLINs by unilateral task order modification, and any such modification shall state separately the amount(s) allotted for cost, the amount(s) allotted for fee, the CLINs/SLINs covered thereby, and the period of performance which the amount(s) are expected to cover.

(c) CLINs/SLINs N/A are fully funded and performance under these CLINs/SLINs is subject to the clause of this contract entitled "LIMITATION OF COST" (FAR 52.232-20).

(d) The Contractor shall segregate costs for the performance of incrementally funded CLINs/SLINs from the costs of performance of fully funded CLINs/SLINs.

#### **5252.242-9518 CONTRACTOR PERFORMANCE ASSESSMENT REPORTING SYSTEM (CPARS)**

**(NAVAIR)(FEB 2009)**

(a) The Contractor Performance Assessment Reporting System (CPARS) has been established to collect past performance information on defense contractors as required by FAR 42.1502 (Class Deviation 2013-O0018). The

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frequency and type of CPARS reports (initial, intermediate, final, out-of-cycle, and addendum) shall be as required in the CPARS Policy Guide that is available at [/pdfs/CPARS-Guidance.pdf](#) <https://www.cpars.gov/cparsfiles>.

(b) For orders placed against contracts and agreements the contractor's performance shall be assessed on an orderby- order basis [☒X ] or total contract/agreement basis [ ].

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## SECTION I CONTRACT CLAUSES

### 52.217-9 -- OPTION TO EXTEND THE TERM OF THE CONTRACT. (MAR 2008)

(a) The Government may extend the term of this contract by written notice to the Contractor within 30 days prior to completion of the base period; provided that the Government gives the Contractor a preliminary written notice of its intent to extend at least 60 days before the contract expires. The preliminary notice does not commit the Government to an extension.

(b) If the Government exercises this option, the extended contract shall be considered to include this option clause.

(c) The total duration of this task order, including the exercise of any options under this clause, shall not exceed three years.

### 52.222-42 -- STATEMENT OF EQUIVALENT RATES FOR FEDERAL HIRES (MAY 2014)

In compliance with the Service Contract Labor Standards statute and the regulations of the Secretary of Labor (29 CFR part 4), this clause identifies the classes of service employees expected to be employed under the contract and states the wages and fringe benefits payable to each if they were employed by the contracting agency subject to the provisions of 5 U.S.C. 5341 or 5332.

*This Statement is for Information Only:  
It is not a Wage Determination*

Employee Class	SCA	Monetary Wage -- Fringe Benefits
Administrative Assistant	01020	GS-10

(End of Clause)

### FAR CLAUSES INCORPORATED BY REFERENCE:

52.251-1 GOVERNMENT SUPPLY SOURCES (APR 2012)

### DFARS CLAUSES INCORPORATED BY REFERENCE:

252.204-7012 SAFEGUARDING COVERED DEFENSE INFORMATION AND CYBER INCIDENT REPORTING (DEC 2015)

252.245-7001 TAGGING, LABELING AND MARKING OF GOVERNMENT-FURNISHED PROPERTY (APR 2012)

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252.245-7002 REPORTING LOSS OF GOVERNMENT PROPERTY (APR 2012)

252.251-7000 ORDERING FROM GOVERNMENT SUPPLY SOURCES (AUG 2012)

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## **SECTION J LIST OF ATTACHMENTS**

Attachment 1 - Quality Assurance Surveillance Plan (QASP)

Attachment 2 - Scheduled GFP Form (SGFP)

Exhibit A - DD1423\_CDRLS T001 - T025

Attachment 3 - Reference Information Sheet (3A and 3B)

Attachment 5 - Past Performance Questionnaire

Attachment 6 - Wage Determination Charleston, SC (Amendment 0002)

Attachment 4A - Prime Pricing Model (Amendment 0004)

Attachment 4B - Subcontractor Pricing Model (Amendment 0004)